

Department of Juvenile Justice

# BADGE

Balanced Approach Data  
Gathering Environment

**CSU Intake Module  
User Manual**

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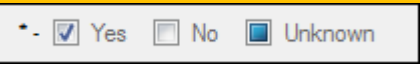


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## Key/Legend



The BADGE application and the manuals use various styles and icons. Below are the explanations.

Individual users may not have read or write privileges for every module; therefore, you may not be able to add, edit, or delete certain information in BADGE.

### BADGE Application

Style/Symbol	Meaning
 Calendar Screen Icon	In order to select a date, click the Calendar Screen Icon and select the date.
 Printer Icon	In order to print a report or document, click the Printer Icon in the <i>Report Viewer</i> screen.
 Questions with an asterik (*) next to it follow the legend above.	If the question's response is "Yes", check the associated checkbox. If the question's response is "No", the associated checkbox needs to be empty. If the question's response is "Unknown", the associated check needs to be <i>blue</i> .
 Save Icon	In order to export and save a document, (i) click the Save Icon, and a drop-down menu will appear, (ii) select the format for the document, (iii) select the location of where you would like to save the document, and (iv) click the <b>Save</b> button.
 Scroll Bar	A scroll bar allows the user the move the window viewing area up, down, left, or right. The scroll bar can be vertical or horizontal and is commonly located on the far right or bottom of the window.

### BADGE Manuals

Style/Symbol	Meaning
<b>Bolded</b>	Name of a function, key, button, or option.
<a href="#">Hyperlink</a>	Press the Ctrl key and click the hyperlink in order to be transferred to another document or a specific topic within the same document for more information.
<i>Italicized</i>	Name of a tab.
 Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.
 Reference Bullet	Refer to another page or resource for additional information.
<u><i>Underlined and Italicized</i></u>	Name of a screen.

## Adding a New Intake

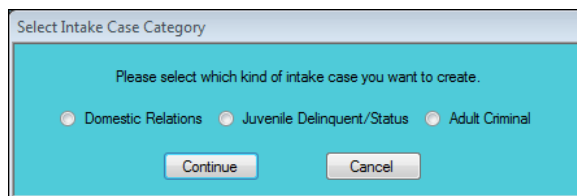
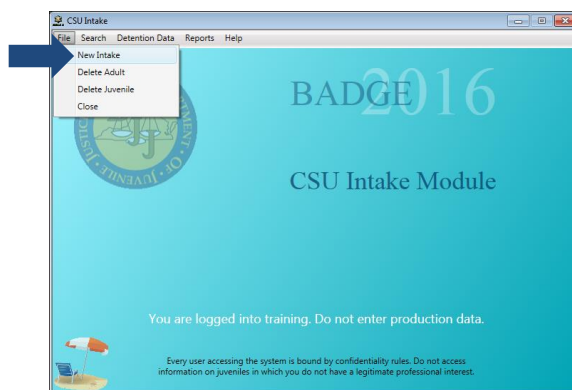
To add a new intake:

1. (i) Click the **JTS Modules** menu, (ii) select the **CSU Intake** option from the drop-down menu, and the CSU Intake screen will appear.

Individual users have different access to modules; therefore, your options under the **JTS Modules** drop-down menu may look different.



2. (i) Click the **File** menu, (ii) select the **New Intake** option from the drop-down menu, and the Select Intake Case Category screen will appear.



- a. **Domestic Relations** allows you to create the following:
  - i. Custody Petitions
  - ii. Support Petitions
  - iii. Protective Orders
  - iv. Abortion Petitions
- b. **Juvenile Delinquent/Status** allows you to create the following:
  - i. Juvenile Intakes
  - ii. Court Summons
  - iii. Bench Warrants
- c. **Adult Criminal Intake**

3. (i) Select the intake case category and (ii) click the **Continue** button.

## Domestic Relations Intake

From the Domestic Relations Intake screen, you can create a new domestic relations intake, and file custody petitions, support petitions, protective orders, and/or abortion orders.

When creating a new domestic relations intake, you must enter the **Petitioner's Information** because all related domestic relation actions begin with the filing of a petition by the petitioner.

## Intake Case Tab

### 1. Petitioner's Information

- Click the **Add** button and the Adult Search screen will appear. This screen consists of three adult search options. If the search does not return the adult and you have ensured that an adult record does not exist, proceed with adding a new adult.

### i. Adult Number Button

If the adult is not found, a message will appear advising that there are no matches.

- (i) Click the **Adult Number** button, (ii) type the **Adult Number**, (iii) click the **Find** button, and the Adult Information screen will appear, (iv) review the Adult Information screen to ensure the correct adult is found, and the adult's information will auto-populate into the fields, (v) click the **Close** button, and you will return to the Intake Case tab.

Refer to the [Juvenile & Adult Information Screens User Manual](#) for instructions on how to navigate the Adult Information screen.

ii. **Caseload Number Button**

1. (i) Click the **Caseload Number** button, (ii) type the **Caseload Number**, (iii) click the **Find** button, and the Adult Information screen will appear, (iv) review the Adult Information screen to ensure the correct adult is found, and the adult's information will auto-populate into the fields, (v) click the **Close** button, and you will return to the *Intake Case* tab.



The 'Adult Search' dialog box is shown with the 'Caseload Number' radio button selected. There is a text input field next to it. At the bottom are 'Find' and 'Close' buttons.

The 'Adult Information' screen displays various fields for an adult's details, including Adult Number, SSN, Adult Name, Date of Birth, Age (Years - Months), Race / Ethnicity, Is Deceased?, Gender, Height, Weight, Color Eyes, Hair, Marital Status, Docket # (Hedington CSU), Is U.S. Citizen?, Driver's License Information, Driver's License Number, and State License Issued. There are 'Edit Adult Info' and 'Print Face Sheet' buttons at the top right, and a 'Close' button at the bottom.

Refer to the [Juvenile & Adult Information Screens User Manual](#) for instructions on how to navigate the Adult Information screen.

iii. **Advance Search Button**

1. Click the **Advance Search** button and the fields at the bottom of the screen will appear.

The 'Adult Search' dialog box is shown with the 'Advance Search' radio button selected. Below the radio buttons are several search criteria fields: Last Name, First Name, Date of Birth (MM/DD/YYYY), Gender (All, Male, Female), SSN, City, Is Law Enforcement Officer (LEO)?, LEO Badge #, Phone (Home, Work, or Cell), and Find Adults with Open Workload. There are checkboxes for 'Use Wildcard', 'Name Suffix', 'Include records that have no values for suffix and DOB', and 'Find Adults with Open Workload'. At the bottom are 'Find', 'Close', and 'Clear All' buttons.

2. Type the **Last Name**.
3. Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **Last Name** field.
4. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
5. Type the **First Name**.
6. Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **First Name** field.
7. Click the **Include records that have no values for suffix and DOB** checkbox and the search results will generate a list of names which meet the search criteria, even if the adult entry does not list the date of birth or suffix.
8. You can search for an adult by including the **Date of Birth ONLY**. If you do not know the date of birth, click the **Include records that have no values for suffix and DOB** checkbox.
9. Select the **Gender** by clicking **All**, **Male**, or **Female**.
10. Search using the adult's Social Security Number by typing it into the **SSN** textbox.
11. Search using the adult's city by typing it into the **City** textbox.
12. If you are searching for a law enforcement officer, you can (i) click the checkbox next to the **Is Law Enforcement Officer (LEO)?** option, and the **LEO Badge #** textbox will become accessible, and (ii) type in the **LEO Badge #**.

If the adult is not found, a message will appear advising that there are no matches.

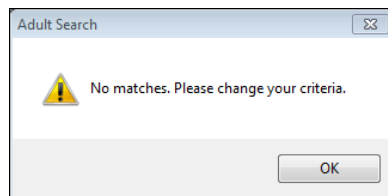
Conduct an **Advance Search** for each criterion separately. Entering multiple criteria may be too specific to yield any results.

In order to yield broader search results, type **ONLY** two or three characters of the last and first name, and select **Use Wildcard**.

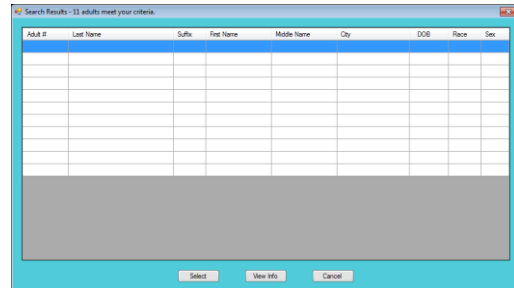
If the intake officer did not indicate that the adult is an LEO, you will not find the adult using this option. It is best to search for the officer by name and the **City**, if known.

In order to clear all the information in the search

13. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
14. In order to include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
15. Click the **Find** button and any records matching the criteria entered will appear in the Search Results screen.



OR




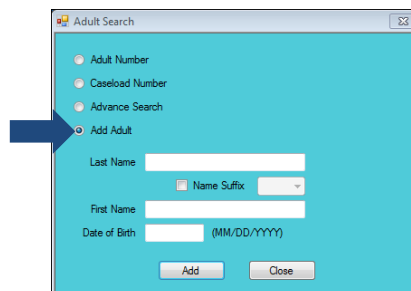
- a. If the Search Results screen consists of multiple results and you are unsure of which adult is the one you are searching for, (i) select an adult, and the row will be highlighted in **blue**, (ii) click the **View Info** button, and the Adult Information screen will appear WITHOUT auto-populating the information into the fields, (iii) review the Adult Information screen to ensure the correct adult is selected, and when you find the correct adult, (iv) exit the Adult Information screen, (v) click the **Select** button, and the adult's information will auto-populate into the fields.
- b. If you are sure of which adult is the one you are searching for, (i) select an adult's name, and the row will be highlighted in **blue**, (ii) click the **Select** button, and the Adult Information screen will appear, and the adult's information will auto-populate into the fields, (iii) review the Adult Information screen to ensure the correct adult is selected, (iv) click the **Close** button, and you will return to the Intake Case tab.

 Refer to the [Juvenile & Adult Information Screens User Manual](#) for instructions on how to navigate the Adult Information screen.

iv. **Add Adult Button**

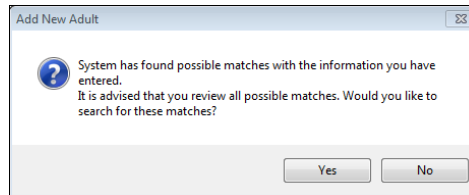
1. If the search does not return the adult and you have ensured that an adult record does not exist, proceed with adding a new adult. Click the **Add Adult** button and the fields at the bottom of the screen will appear.

 **Add Adult** will create a new adult record with a unique **Adult Number**. All information pertaining to this adult will be found under the assigned adult number.






- a. Type the **Last Name**.
- b. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
- c. Type the (i) **First Name** and (ii) **Date of Birth**, and (iii) click the **Add** button.
- d. If the system finds possible matches, the Add New Adult screen will appear.



- i. If you would like to review the possible matches, click the **Yes** button, and you will return to the **Advance Search** button in the Adult Search screen. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the **Advance Search** fields.

 Refer to [page 3](#) for instructions on how to conduct an **Advance Search**.

- ii. If you have already conducted an **Advance Search** and did not find the correct adult, click the **No** button, and the Information for New Adult screen will appear.
- e. If the system does not find any possible matches, the Information for New Adult screen will appear. This screen consists of the *Name/Address Information* tab, *General Information* tab, and *Employment Information* tab.

i. *Name/Address Information* Tab

1. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the Information for New Adult fields from the **Add Adult** button fields. (i) Type the **Middle Name** and (ii) select the **Gender**.
  - a. If the adult is deceased, (i) check the **Is Deceased?\*** checkbox, and the **Approx. Date** field will become accessible, and (ii) type the approximate death date.
2. Type the (i) **Address** and (ii) **Zip Code**, (iii) click the **Find City by Zip Code** button, and the **City/Town**, and **State** fields will auto-populate.
  - a. If the adult is deceased, “Deceased” will auto-populate into the **Address** and **City/Town** fields.
3. If the adult’s address needs to remain confidential, check the **Is Address Confidential?\*** checkbox.
4. If the adult’s address is unknown, click the **Paste Unknown** hyperlink, and “Unknown” will auto-populate into the **Address**, **City/Town**, and **State** fields.

Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

The adult’s address may need to remain confidential if a Protective Order already exists.

For a new respondent, you can click the **Paste Petitioner’s** button and the petitioner’s **Address**, **Zip Code**, **City/Town**, and **State** will auto-populate to the respondent’s fields.

ii. *General Information Tab*

1. The **Date of Birth** will auto-populate from the Adult Search screen. If the **Date of Birth** is not listed, type it in at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. Select the (i) **Race** and (ii) **Height** from the drop-down menus. The first **Height** drop-down menu is for the height in feet and the second **Height** drop-down menu is for the remaining height in inches. (iii) Type the adult's approximate **Weight** (in pounds), (iii) select the **Marital Status** from the drop-down menu, and (iv) type the adult's (iv) **Driver's Lic. #**.
2. (i) Type the adult's **Social Sec. #**. If the adult is a U.S. Citizen, check the **Is Adult U.S. Citizen?\*** checkbox. If the adult is Hispanic or Latino, check the **Ethnicity** checkbox. Select the (ii) **Eye Color** and (iii) **Hair Color** from the drop-down menus. If you work at the Arlington CSU, type the **Docket #**. If the adult has a driver's license, type the state abbreviation for the **State Issued Driver's License** field, or select the state's name from the drop-down menu.
3. Type the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail** address.

iii. *Employment Tab*

1. (i) Select the adult's employment status from the **Status** drop-down menu, and type the selected status' (ii) **Approx. Date**, (iii) **Employer** name, and (iv) **Job Title**. If you are searching for an LEO, you can (v) click the checkbox next to the **Is Adult Law Enforcement Officer?\*** option, and the **Law Enforcement Officer Badge Number** textbox will become accessible, and (vi) type the officer's badge number.
2. Type the adult's employment (i) **Address** and (ii) **Zip Code**, and (iii) click the **Find City by Zip Code** button, and the **City/Town** and **State** information will auto-populate. Type the adult's work (iv) **Phone** number and (v) **Phone Extention** (if applicable).
3. If the adult works from home, click the **Same as Home** hyperlink, and the **Address**, **Zip Code**, **City/Town**, and **State** information will auto-populate.

Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

4. (i) Click the **Save** button, and the Adult Information screen will appear, and (ii) review the Adult Information screen to ensure the information is correct. The adult's information will auto-populate into the fields. (iii) Click the **Close** button and you will return to the *Intake Case* tab.

b. **View Button**

- i. Click the **View** button and the petitioner's Adult Information screen will appear. Click the **Edit Adult Info** button to edit existing information. The Edit Information screen will appear.

The screenshot shows the 'Domestic Relations Intake' form. It has sections for 'Petitioner's Information', 'Respondent's Information', and 'Juvenile's Information'. Each section has fields for SSN, Name, and other details, along with 'Add', 'View', and 'Clear' buttons. A blue arrow points to the 'View' button in the Petitioner's Information section. Below these sections are fields for 'Intake Case Number (ICN)', 'Court District', 'FIPS', 'Open: Date', 'Time', 'Close Date', 'Case Type', and 'Petitioner Type'. At the bottom are buttons for 'Save', 'Copy Intake Case', 'Close', 'View / Print Intake Report', 'View Supreme Court Details', and 'Offense History Summary Report'.


c. **Clear Button**

- i. Click the **Clear** button to remove the selected petitioner's information from the fields.


This screenshot is identical to the previous one, showing the 'Domestic Relations Intake' form. A blue arrow now points to the 'Clear' button in the Petitioner's Information section.

2. **Respondent's Information**

- a. Click the **Add** button and the Adult Search screen will appear. This screen consists of three adult search options. If the search does not return the adult and you have ensured that an adult record does not exist, proceed with adding a new adult.

 If the Petitioner and Respondent are the same individual, click the **Get Petitioner** hyperlink and the **Petitioner's Information** will auto-populate into the respondent's fields.

The screenshot shows the 'Adult Search' form. It has four radio button options: 'Adult Number' (selected), 'Caseload Number', 'Advance Search', and 'Add Adult'. There is a text input field next to the 'Adult Number' option. A blue hyperlink 'Get Petitioner' is visible. At the bottom are 'Find' and 'Close' buttons.

-  Refer to [page 2](#) for instructions on how to navigate the Adult Search screen.

b. **View Button**

- i. Click the **View** button and the respondent's Adult Information screen will appear. Click the **Edit Adult Info** button in order to edit existing information. The Edit Information screen will appear.

The screenshot shows the 'Domestic Relations Intake' form. It has sections for Petitioner's Information, Respondent's Information, and Juvenile's Information. Each section has 'Add', 'View', and 'Clear' buttons. A blue arrow points to the 'View' button in the Respondent's Information section. Below these sections are fields for Intake Case Number (ICN), Court District, FIPS, Open Date, Time, Close Date, Case Type, and Petitioner Type. At the bottom are buttons for Save, Copy Intake Case, Close, View / Print Intake Report, View Supreme Court Details, and Offense History Summary Report.

c. **Clear Button**


- i. Click the **Clear** button to remove the selected respondent's information from the fields.

This screenshot is identical to the previous one, but the blue arrow points to the 'Clear' button in the Respondent's Information section.

3. **Juvenile's Information**

- a. Click the **Add** button and the Find Juvenile screen will appear. This screen consists of multiple juvenile search options.

The screenshot shows the 'Find Juvenile' search screen. It has tabs for 'Find Juvenile', 'Direct Care Population', 'Detention Population', and 'Add Juvenile'. Under 'Find Juvenile', there are search options: Juvenile Number, DC Number, Intake Case Number, Caseload Number, Advance Search, and Previous Selections. There are also input fields for Last Name, Name Suffix, First Name, DOB / Age, SSN, and Home Phone. Checkboxes for 'Use Wildcard', 'Include', 'Include Alternative Spellings', and 'Find Juveniles with Commitment(s) to the State' are present. At the bottom are buttons for 'Show Last Results', 'Find', and 'Cancel'.

 Refer to the [Login & Search User Manual](#) for instructions on how to search for a juvenile.

- b. If the search does not return the juvenile and you have ensured that a juvenile record does not exist, proceed with adding a new juvenile by clicking the *Add Juvenile* tab.

- i. Type the **Last Name**.
- ii. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
- iii. Type the (i) **First Name** and (ii) **Date of Birth**, and the **Age (YY-MM)** will auto-populate based on the **Date of Birth**, and (iii) click the **Add** button.
- iv. If the system finds possible matches, the System has located X possible match(es) screen will appear.

1. If the Search Results screen consists of multiple results and you are unsure of which juvenile is the one you are searching for, (i) select a juvenile, and the row will be highlighted in *blue*, (ii) click the **View Info** button, and the Juvenile Information screen will appear WITHOUT auto-populating the information into the **Juvenile's Information** fields. (iii) Review the Juvenile Information screen to ensure the correct juvenile is selected. When you find the correct juvenile, (iv) exit the Juvenile Information screen, (v) click the **Select** button, and the juvenile's information will auto-populate into the **Juvenile's Information** fields.
2. If you are sure of which juvenile is the one you are searching for, (i) select a juvenile, and the row will be highlighted in *blue*, (ii) click the **Select** button, and the Juvenile Information screen will appear, and the juvenile's information will auto-populate into the **Juvenile's Information** fields. (iii) Review the Juvenile Information screen to ensure the correct juvenile is selected. (iv) Click the **Close** button and you will return to the *Intake Case* tab.
3. If the search does not return the juvenile and you have ensured that a juvenile record does not exist, proceed with adding a new juvenile by clicking the **Add New** button. The Information for New Juvenile screen will appear.

- v. If the system does not find any possible matches, the Information for New Juvenile screen will appear. This screen consists of the *Name/Address Information* tab, *General Information* tab, and *Birth/Family/Alien Information* tab.

The screenshot shows a web form titled "Please Enter ALL Available Information for New Juvenile". It has three tabs: "Name/Address Information", "General Information", and "Birth/Family/Alien Information". The "Name/Address Information" tab is active. It contains fields for "Juvenile Name" (Last Name, First Name, Middle Name, and a Suffix dropdown) and "Juvenile Address" (Address, Zip Code, City/Town, and State). There are also radio buttons for "Genetic Sex" (Male/Female) and a "Juvenile FIPS of Residence" dropdown. A "Find City by Zip Code" button is next to the Zip Code field. A "Paste Unknown" link is at the bottom right. A note at the bottom left states "All Fields in Bold Are Mandatory". At the very bottom are radio buttons for "Yes", "No", and "Unknown", along with "Save" and "Cancel" buttons.

The address should reflect the juvenile's current home address. If the juvenile is committed to DJJ or resides in a group home or other facility, make a note of their current location.

Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town**, **State**, and **Juvenile FIPS of Residence** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

Use the **Paste Unknown** hyperlink if the juvenile will not provide his/her name or address but need to be detained.

1. *Name/Address Information* Tab
  - a. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the Information for Juvenile screen. (i) Type the **Middle Name** and (ii) select the **Genetic Sex**.
  - b. Type the (i) **Address** and (ii) **Zip Code**, (iii) click the **Find City by Zip Code** button, and the **City/Town**, **State**, and **Juvenile FIPS of Residence** fields will auto-populate.
  - c. If the juvenile's address is the same as the petitioner's address, click the **Paste Petitioner's** hyperlink, and the **Juvenile Address** fields will auto-populate to the petitioner's address.
  - d. If the juvenile's address is the same as the respondent's address, click the **Paste Respondent's** hyperlink, and the **Juvenile Address** fields will auto-populate to the respondent's address.
  - e. If the juvenile's address is unknown, click the **Paste Unknown** hyperlink, and the **Address**, **City/Town**, and **State** fields will auto-populate to "Unknown."

The screenshot shows the same form as before, but with the "General Information" tab selected. It contains fields for "Social Sec. #", "Is DNA Taken?" (checkbox), "Race", "Ethnicity" (checkbox), "Height" (two dropdown menus), "Weight" (text), "Eye Color", "Hair Color", "School", "Grade", and "Arlington CSU Social File #". There is also a "Type" dropdown for identification. The "Juvenile FIPS of Residence" dropdown is still present. The "All Fields in Bold Are Mandatory" note is at the bottom left. The bottom of the form has the same "Yes/No/Unknown" radio buttons and "Save/Cancel" buttons.

2. *General Information* Tab
  - a. (i) Type the juvenile's **Social Sec. #**. If the juvenile has submitted a DNA sample, check the **Is DNA Taken?** checkbox. (ii) Select the juvenile's **Race** from the drop-down menu. If the juvenile is Hispanic or Latino, check the **Ethnicity** checkbox. (iii) Select the **Height** from the drop-down menus. The first **Height** drop-down menu is for the height in feet and the second **Height** drop-down menu is for the remaining height in inches. (iv) Type the juvenile's approximate **Weight** (in pounds), select the (v) **Eye Color** and (vi) **Hair Color** from the drop-down menus, (vii) type the juvenile's **School** name, and (viii) select the juvenile's **Grade** from the drop-down menu. If you work at the Arlington CSU, type the **Arlington CSU Social File #**.
  - b. If the juvenile has a driver's license, or any government-issued identification card, select the type of identification from the **Type** drop-down menu.

- i. If the juvenile has an **ID card**, type the (i) **License #** and (ii) state abbreviation for the **State Issued** field. You can also select the state's name from the drop-down menu.
- ii. If the juvenile has a **Full driver's license** or **Learner's permit**, (i) select the **Status** from the drop-down menu, type the (ii) **License #** and (iii) state abbreviation for the **State Issued** field. You can also select the state's name from the drop-down menu.
- c. Type the juvenile's (i) **Home Phone**, (ii) **Cell Phone**, (iii) **Work Phone**, (iv) **Extention**, and (v) **E-mail** address, if applicable.

### 3. *Birth/Family/Alien Information Tab*

- a. The **Date of Birth** will auto-populate from the initial Juvenile Search screen. If the **Date of Birth** is not listed, type it in at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. (i) Type the state abbreviation for the **State of Birth** field. You can also select the state's name from the drop-down menu. (ii) Type the **Birth Country** and (iii) select the **Birth Verification** from the drop-down menu.
- i. If the juvenile's birth certificate is used for **Birth Verification**, type the **Birth Certif. #**. If the birth certificate number is unknown, click the **Unknown** hyperlink, and it will auto-populate to "Unknown."
- b. Type the juvenile's (i) **Mother's Maiden Name**, and select the (ii) **Annual Family Income** and (iii) **Living with** from the drop-down menus.
- c. The juvenile's alien **Status** will auto-select "No." If the juvenile is an alien, select "Yes", and type the juvenile's **Immigration #** and **Citizenship**. If the juvenile is a suspected alien, select "Suspected", and type the juvenile's **Immigration #** and **Citizenship**.

- d. (i) Click the **Save** button, and the Juvenile Information screen will appear, and (ii) review the Juvenile Information screen to ensure the information is correct. The juvenile's information will auto-populate into the **Juvenile's Information** fields. (iii) Click the **Close** button and you will return to the *Intake Case* tab.

c. **View Button**

- i. Click the **View** button and the Juvenile Information screen will appear.

 Refer to the [Juvenile & Adult Information Screens User Manual](#) for instructions on how to navigate the Juvenile Information screen.

d. **Clear Button**

- i. Click the **Clear** button to remove the selected juvenile's information from the fields.

4. **Intake Case Number (ICN)**

- a. The **Intake Case Number (ICN)** will auto-generate an assigned number after you save the intake.

5. **Court District**

- a. The name of the Court Service Unit will auto-populate into the field.

6. **FIPS**

- a. Select the **FIPS** from the drop-down menu. The selected **FIPS** should represent the locality the offense occurred in or be based on which **FIPS** has jurisdiction over the case.

7. **Open Date**

- a. The **Open Date** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen.

8. **Time**


- a. The **Time** will auto-populate to the time when the intake screen opened. If you would like to change the time, (i) highlight the hour, minutes, or seconds fields, and (ii) click the up or down arrows until the correct time is displayed **OR** (i) highlight the hour, minutes, or seconds fields and (ii) type in the new time.


9. **Close Date**


- a. The **Close Date** will auto-populate when a final disposition is selected.

10. **Case Type**

- a. Select the **Case Type** from the drop-down menu.

 For Intakes completed by the After-Hours Intake Unit, the **Court District** field will need to be manually selected from the drop-down menu.

 For **Case Type**, if you select **07 - Diversion** or **14 - Pending** for the intake disposition, the close date will not auto-populate until a final disposition is entered.

 **Case Type** is a mandatory field.



11. **Petitioner Type**

- Select the **Petitioner Type** from the drop-down menu.

12. **Worker**

- The **Worker** will auto-populate to the name of the person creating the intake.

13. **Keyed By**

- The **Keyed By** will auto-populate to the name of the person entering the intake information into BADGE.

- Click the **Save** button and the **Intake Case Number** will generate. The **Narrative** tab will appear, and all of the buttons at the bottom of the screen will become accessible, and the **Add Custody Petition**, **Add Support Petition**, **Add Protective Order**, and **Add Abortion Petition** buttons will appear.

**Intake Action Buttons**

Once you save the information in the *Intake Case* tab, the buttons at the bottom of the screen will become accessible.

1. **Edit Intake Case Info** Button

- (i) Click the **Edit Intake Case Info** button, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.

2. **Copy Intake Case** Button

- (i) Click the **Copy Intake Case** button and the Copy Domestic Relations Intake Case screen will appear. The checkmark(s) will auto-populate based on the EXISTING intake document associated with the intake. If multiple documents exist, all the documents will be selected automatically. You can deselect any document that you do not want to copy. You **MUST** select at least one document to copy. (ii) Click the **Save** button.

In order to copy an intake case, you **MUST** have an existing Custody Petition, Support Petition, and/or Protective Order.

3. **Delete Intake Case** Button

- Click the **Delete Intake Case** button and the Delete Intake Case screen will appear.

4. **View/ Print Intake Report**

- Click the **View/Print Intake Report** button and the CSU Intake – Reports screen will appear.

5. **View Supreme Court Details**

- Click the **View Supreme Court Details** button and the Supreme Court Details screen will appear. If there is no information entered by the Supreme Court, the Supreme Court Details screen with a message will appear.

The **Delete Intake Case** button should not be used in lieu of editing incorrect information.

The amount of information found on the Supreme Court Details screen may vary depending on the court of jurisdiction.

OR

6. **Offense History Summary Report**

- Click the **Offense History Summary Report** button and the CSU Intake – Reports screen will appear.

## Add New Petitions and Orders

At the bottom of the *Intake Case* tab, there are four buttons that allow you to add a new:

[Custody Petitions](#) | [Support Petitions](#) | [Protective Orders](#) | [Abortion Petitions](#)

### 1. Add Custody Petition Button

- a. Click the **Add Custody Petition** button and the *Custody Petition* tab will appear. The **Offense Date** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen.

- i. (i) Click the **Find** button if you would like to select a custody-related offense without entering any information into the search fields. (ii) Click the **Find VCC** button and the *Search Offense* screen will appear. You can search for an offense by **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description**. The **Use Wildcard?\*** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this box. (iii) Select a **VCC**, and the row will be highlighted in *blue*, (iv) click the **Ok** button, and you will return to the *Custody Petition* tab.

- b. (i) Select the **Intake Disposition** from the drop-down menu, (ii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.

c. **Add New Offense Button**

- i. If another offense needs to be added to the petition/order, (i) click the **Add New Offense** button, and the **Selected Offense Details** fields will become accessible, and (ii) repeat the steps above to add another offense.

Multiple VCC's can be added to a petition/order.

d. **Add Custody Affidavit Button**

- i. Click the **Add Custody Affidavit** button and the *Custody Affidavit* tab will appear.

- ii. Click the **Add** button and the Custody Affidavit screen will appear. This screen consists of the *Affidavit Data* tab, *Address Information* tab, and *Affidavit Data (continue)* tab. The petitioner and respondent names will auto-populate into the affidavit.

- iii. Click the (i) **Paste Juvenile's Name** and (ii) **Paste Juvenile's Address** hyperlinks, and the information will auto-populate.

- iv. Select the **The child commenced residing there on** date from the calendar screen.
- v. The **Subscribed and sworn before me on** date will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen. The time will auto-populate to the time the Custody Affidavit screen was opened. If you would like to change the time, (i) click the time, and the time fields will be highlighted in *blue*, and (ii) type in the time the petitioner is sworn before you. The **Intake Case Number (ICN)** will auto-populate to the assigned ICN.
- vi. Click the *Address Information* tab.

For the **Subscribed and sworn before me on**, the petitioner raises his/her right hand and swears and affirms that all the provided information is accurate.

For the **Time Resided** textbox, specify the unit of time. For example, 6 weeks, 11 months, 2.5 years, etc.

For the **Person with Whom Child Resided** section, if the juvenile resides with both parents, type "Both" into the **First** textbox and "Parents" in the **Last** textbox.

1. If the juvenile has not lived at the current address for at least five years, (i) click the **Add** button, (ii) type the time the child lived at the address in the **Time Resided** textbox, (iii) select the date the juvenile started residing at the address from the **From** calendar screen, and (iv) select the date the juvenile stopped residing at the address from the **To** calendar screen.
  2. Type the **Address Where Child Resided**. If the juvenile lived at the petitioner's current address, click the **Paste Petitioner's Address** hyperlink, or if the juvenile lived at the respondent's current address, click the **Paste Respondent's Address** hyperlink, and the address information will auto-populate.
  3. Type the (i) **First** and (ii) **Last** name of the person with whom the juvenile resided.
  4. Type the **Current Address of Person with Whom Child Resided**. If the juvenile resides with the petitioner at the current address, click the **Paste Petitioner's Address** hyperlink, or if the juvenile resides with the respondent at the current address, click the **Paste Respondent's Address** hyperlink, and the address information will auto-populate.
  5. (i) Click the **Done** button when the information is complete. (ii) Continue to add all the addresses where the child lived over the past five years until all the information is completed.
  6. In order to edit existing address information, (i) select an address, and the row will be highlighted in **blue**, (ii) click the **Edit** button, and the fields at the bottom of the screen will become accessible, (iii) edit the information, and (iv) click the **Done** button when the edits are completed.
  7. In order to delete address information, (i) select an address, and the row will be highlighted in **blue**, and (ii) click the **Delete** button.
- vii. Click the *Affidavit Data (continue)* tab.

**Custody Affidavit**

**Affidavit Data | Address Information | Affidavit Data (continue)**

3. I ☐ have ☐ have not participated, either as a party, witness, or in any other capacity in any other litigation (court proceeding) concerning custody of or visitation with this child, in any State or foreign country. If yes, complete below:

a. Name of Court and State or foreign country in which litigation occurred: \_\_\_\_\_

b. When did the litigation occur: \_\_\_\_\_

c. What was the outcome of the litigation: \_\_\_\_\_

d. Attach a copy of all pleadings and Orders filed in this litigation.

4. I ☐ do ☐ do not have knowledge or information of any proceeding that could affect this proceeding, including but not limited to custody, visitation, paternity, support, enforcement proceedings, proceedings related to domestic violence, protective orders, abuse and neglect, termination of parental rights and adoptions, which is pending in a court of this or any other State or foreign country. If yes, complete below:

a. Name of Court and State or foreign country in which proceeding is pending: \_\_\_\_\_

b. Attach a copy of all pleadings filed in the litigation.

5. I ☐ do ☐ do not know of any person who is not already named as a party in this proceeding who has physical custody of this child or who claims to have custody or visitation rights with respect to child. If yes:

a. Name and address of person: \_\_\_\_\_

b. Does this person have physical custody of the child? Yes ☐ No ☐

c. State why you believe this person claims to have custody/visitation rights to the child: \_\_\_\_\_

**Save Cancel**

1. (i) Select all the options that apply to the petitioner. If the selected options require additional information, add the information at this time. (ii) Click the **Save** button and you will return to the *Custody Affidavit* tab. The custody affidavit will be displayed in the **Custody Affidavits Attached to the Intake Case** section. The entered information will auto-populate into the custody affidavit form.

- viii. In order to edit an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the *Custody Affidavit* screen will appear, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

- ix. In order to copy an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in *blue*, (ii) click the **Copy** button, and the *Select Custody Affidavit Number* screen will appear, (iii) ensure the **Affidavit #** matches the affidavit you wish to copy, (iv) click the **Ok** button, and the *Custody Affidavit* screen will appear, (v) edit the information, and (vi) click the **Save** button when the changes are completed. The copied affidavit with the new information will appear in the **Custody Affidavits Attached to the Intake Case** section.

- x. In order to delete an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the Please Confirm Delete Operation screen will appear.
- xi. In order to view or print the custody affidavit(s) related to the intake case, (i) select a custody affidavit, and the row will be highlighted in *blue*, (ii) click the **View/Print** button, and the completed custody affidavit will appear. From this screen, you can view, print, or save the custody affidavit.

#### e. Edit Button

- i. (i) Select an offense, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

#### f. Delete Button

- i. (i) Select an offense, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

#### g. File Petition Button

- i. Click the **File Petition** button and the Check Information Before Continuing screen will appear. You CANNOT make any edits once a petition is filed. If you need to add another offense, affidavit, or order at this time, click the **No** button.



1. If the information is complete, click the **Yes** button, and the Petition screen will appear.

- a. All the information in the **Domestic Relations – Intake** and **Offense Information** sections will auto-populate.
- b. The **Petition Date** and **Time** will auto-populate to the date and time the Petition screen was opened. If you would like to change the date, select the date from the calendar screen. If you would like to change the time, highlight the hour, minutes, or seconds fields and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minutes, or seconds fields and type in the new time.
- c. The **Offense Text** will auto-populate standard language for the selected offense. You can edit the information in the **Offense Text** textbox.
- d. If the detention-related questions do not apply, leave the fields blank.
- e. Check the **Do not print juvenile's address and phone** checkbox if the juvenile's information needs to remain confidential.
- f. Check the **Do not print confidential adult address and phone** checkbox if the adult's information needs to remain confidential.
- g. Click the **Save** button and the **SC #** will auto-populate.
- h. In order to edit the petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button once the edits are completed.
- i. In order to delete the petition, click the **Delete** button, and the Please Confirm Delete Operation screen will appear. If you delete the petition, you will return to the Custody Petition tab in the Domestic Relations Intake screen.
- j. In order to view or print the petition, click the **View/Print** button, and the completed petition will appear. From this screen, you can view, print, or save the custody petition.

- k. In order to exit the Petition screen and return to the Domestic Relations Intake screen, click the **Close** button.

## 2. Add Support Petition Button

- Click the **Add Support Petition** button and the *Support Petition* tab will appear.

The screenshot shows the 'Domestic Relations Intake' window. The 'Support Petition' tab is selected, indicated by a blue arrow. The 'Charged Offense Information' section is empty. The 'Selected Offense Details' section shows the following information:

Offense Date	VCC Code	Offense Description	PM	Intake Disposition	JO	Petition Printed
07/25/2016	DES-3825-J9	SUPPORT IS SUBJECT OF CONTROVERSY / REQUIRES		02 - Petition Filed		

Below the table, the 'Selected Offense Details' section shows:

- Offense Date: 07/25/2016
- VCC Code: DES-3825-J9 (Find VCC Code button next to it)
- Statute: 16.1-241(A.3)
- Heading: DESERTION AND NONSUPPORT
- Subheading: JUVENILE AND DOMESTIC
- Description: SUPPORT IS SUBJECT OF CONTROVERSY / REQUIRES
- Penalty Modifier: (dropdown menu)
- Intake Disposition: 02 - Petition Filed

Buttons: Save, Cancel, Add New Offense.

- The **Offense Date, VCC, Statute, Heading, Subheading, Description, and Intake Disposition** will auto-populate.
  - If you need to add a different **VCC**, (i) highlight the auto-populated **VCC**, (ii) press the Back or Delete key, (iii) click the **Find VCC** button, and the *Search Offense* screen will appear. You can search for an offense by **Statute, VCC, Heading, Sub-Heading, or Description**. The **Use Wildcard?\*** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this box. (iv) Click the **Find** button and a list of VCC's and Offense Descriptions will be generated which meet the search criteria. (v) Select a **VCC**, and the row will be highlighted in **blue**, (vi) click the **Ok** button, and you will return to the *Support Petition* tab.

The screenshot shows the 'Search Offense' dialog box. The 'Offense Search Criteria' section has the following fields:

- Statute: (empty)
- VCC: (empty)
- Heading: (empty)
- Sub Heading: (empty)
- Description: (empty)
- Use Wildcard?: ☒

The 'Find' button is highlighted with a blue arrow. Below the search criteria, the 'Search Results' section shows a list of VCCs and Offense Descriptions:

VCC Code	Statute	Offense Description
DES-3824-J9	16.1-241(A.3)	SPOUSAL SUPPORT. SPOUSE SEEKS AFTER SEPARATED
JUV-3869-J9	20-49.10	PATERNITY, RELIEF FROM LEGAL DETERMINATION
DES-3211-M9	20-61	DESERTION OR NONSUPPORT OF SPOUSE OR CHILDREN
DES-3212-M9	20-88	FAILURE BY CHILDREN TO SUPPORT PARENTS
DES-3825-J9	16.1-241(A.3)	SUPPORT IS SUBJECT OF CONTROVERSY / REQUIRES DETERMINATION
VEN-3860-J9	16.1-243(B)	TRANSFER OF VENUE
JUV-3872-J9	16.1-241(Q)	DETERMINATION OF PATERNITY

Below the search results, the 'Selected Offense Details' section shows:

- Heading: DESERTION AND NONSUPPORT
- Sub Heading: JUVENILE AND DOMESTIC
- Notify School?: ☐

Buttons: Ok, Close.

- (i) Select the **Intake Disposition** from the drop-down menu, (ii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.

The screenshot shows the 'Domestic Relations Intake' window. The 'Support Petition' tab is selected. The 'Charged Offense Information' section is empty. The 'Selected Offense Details' section shows the following information:

Offense Date	VCC Code	Offense Description	PM	Intake Disposition	JO	Petition Printed
07/25/2016	DES-3825-J9	SUPPORT IS SUBJECT OF CONTROVERSY / REQUIRES		02 - Petition Filed		

Below the table, the 'Selected Offense Details' section shows:

- Offense Date: 07/25/2016
- VCC Code: DES-3825-J9 (Find VCC Code button next to it)
- Statute: 16.1-241(A.3)
- Heading: DESERTION AND NONSUPPORT
- Subheading: JUVENILE AND DOMESTIC
- Description: SUPPORT IS SUBJECT OF CONTROVERSY / REQUIRES
- Penalty Modifier: (dropdown menu)
- Intake Disposition: 02 - Petition Filed

Buttons: Save, Cancel, Add New Offense.

The screenshot shows the 'Domestic Relations Intake' window. The 'Support Petition' tab is selected. The 'Charged Offense Information' section is empty. The 'Selected Offense Details' section shows the following information:

Offense Date	VCC Code	Offense Description	PM	Intake Disposition	JO	Petition Printed
07/25/2016	DES-3825-J9	SUPPORT IS SUBJECT OF CONTROVERSY / REQUIRES		02		

Below the table, the 'Selected Offense Details' section shows:

- Offense Date: 07/25/2016
- VCC Code: DES-3825-J9
- Statute: 16.1-241(A.3)
- Heading: DESERTION AND NONSUPPORT
- Subheading: JUVENILE AND DOMESTIC
- Description: SUPPORT IS SUBJECT OF CONTROVERSY / REQUIRES
- Penalty Modifier: (dropdown menu)
- Intake Disposition: 02 - Petition Filed

Buttons: Edit, Delete, File Petition.

d. **Add New Offense Button**

- i. If another offense needs to be added to the petitioner/order, (i) click the **Add New Offense** button, and the **Selected Offense Details** fields will become accessible, and (ii) repeat the steps above to add another offense.

e. **Edit Button**

- i. (i) Select an offense, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

f. **Delete Button**

- i. (i) Select an offense, and the row will be highlighted in *blue*, and (iii) click the **Delete** button.

g. **File Petition Button**

- i. Click the **File Petition** button and the Check Information Before Continuing screen will appear. You CANNOT make any edits once a petition is filed. If you need to add another offense, affidavit, or order at this time, click the **No** button.

1. If the information is complete, click the **Yes** button, and the Support Petition screen will appear. This screen consists of the *Petitioner and Respondent Information* tab, *Support Petition (SP) – Part 2* tab, *SP – Part 3* tab, *SP – Part 4* tab, and *SP – Part 5* tab.

- All the information on the *Petitioner and Respondent Information* tab will auto-populate.
- In order to view or edit the petitioner's information, click the **View/Edit Petitioner** button, and the *Adult Information* screen will appear.
- In order to view or edit the respondent's information, click the **View/Edit Respondent** button, and the *Adult Information* screen will appear.
- The **Petition Date** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen.
- The **Worker Name** will auto-populate to the name of the employee entering in the petition information.
- Click the *Support Petition (SP) - Part 2* tab.

- (i) Select the option that applies to the petitioner at the top of the screen, and the **not applicable** option is selected automatically, and (ii) check all the options that apply to the petitioner. If the selected checkbox requires additional information, add the information at this time.
- Click the *SP - Part 3* tab.

- i. Click the **Add** button and the **Information for New Person** screen will appear.

- ii. If the petitioner is listed as a contact for any juveniles in BADGE, the juveniles will be listed in the **Petitioner is listed as a contact for the following juveniles** section.
- If the juvenile for whom the support is being sought is listed in the **Petitioner is listed as a contact for the following juveniles** section, (i) select a juvenile, and the row will be highlighted in **blue**, (ii) click the **Copy Selected Juvenile** button, and the information will auto-populate into the fields, and (iii) select the juvenile's relationship to the respondent from the **Relationship to Respondent** drop-down menu.
    - For example, if the respondent is the male juvenile's father, you would select "Son" as the relationship to the respondent.
  - If the juvenile should be summoned to court, check the **Person to be summoned?** checkbox.
- iii. If the petitioner is not listed as a contact for any juveniles in BADGE, or if the juvenile for whom the support is being sought is not listed in the **Petitioner is listed as a contact for the following juveniles** section, (i) type the **Last Name**, (ii) select a suffix from the drop-down menu, and type the (iii) **First Name**, (iv) **Middle Name**, (v) **Soc. Sec. #**, and (vi) **Date of Birth**. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. (vii) Select the juvenile's relationship to the respondent from the **Relationship to Respondent** drop-down menu.
- If the juvenile should be summoned to court, check the **Person to be summoned?** checkbox.
- iv. Click the **Ok** button and you will return to the *SP-Part 3* tab. The juvenile for whom the support is being sought will appear in the **That the respondent has a legal duty to provide support and maintenance for the following persons** section.

- v. If you need to add another juvenile, (i) click the **Add** button, and (ii) repeat the steps above.
- vi. In order to edit an existing juvenile, (i) select a juvenile, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the Edit Information for Supported Person screen will appear, (iii) edit the information, and (iv) click the **Ok** button when the edits are completed.
- vii. In order to delete a juvenile from the **That the respondent has a legal duty to provide support and maintenance for the following persons** section, (i) select a juvenile, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.
- viii. Check all the options that apply to the petitioner. If the selected options require additional information, add the information at this time.
- h. Click the *SP - Part 4* tab.

- i. (i) Select the option that applies to the petitioner at the top of the screen and (ii) check all the options that apply to the petitioner. If the selected checkbox requires additional information, add the information at this time.
- i. Click the *SP - Part 5* tab.

- i. (i) Select the option that applies to the petitioner at the top of the screen and (ii) check all the options that apply to the petitioner. If the selected checkbox requires additional information, add the information at this time.
- ii. Type the petitioner's additional requests in the textbox.

- j. Click the **Save** button and the **SC #** will auto-populate.

- k. In order to edit an existing petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.
- l. In order to delete the petition, click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear. If you delete the petition you will return to the *Custody Petition* tab in the *Domestic Relations Intake* screen.
- m. In order to view or print the Petition for Support (Civil) related to the intake case, click the **View/Print** button, and the complete petition will appear. From this screen, you can view, print, or save the petition.

Printing the same petition multiple times will not change the **SC#**.

- n. In order to exit the *Support Petition* screen and return to the *Domestic Relations Intake* screen, click the **Close** button.

### 3. Add Protective Order Button

- a. Click the **Add Protective Order** button and the *Protective Order* tab will appear. The **Offense Date** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen.

Multiple VCC's can be added to a petition/order.



Click the **Find** button if you would like to select a protective order-related offense without entering any information into the search fields.

The following VCCs require the petitioner or respondent to be UNDER the age of 18: **PRT-3861-J9**, **PRT-3862-J9**, and **PRT-3863-J9**. If the petitioner or respondent is over the age of 18, or if their age is not provided, a warning will appear.

- i. (i) Click the **Find VCC** button and the Search Offense screen will appear. You can search for an offense by **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description**. The **Use Wildcard?** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this box. (ii) Click the **Find** button and a list of VCC's and Offense Descriptions will be generated which meet the search criteria. (iii) Select a **VCC**, and the row will be highlighted in **blue**, (iv) click the **Ok** button, and you will return to the *Protection Order* tab.

The **Search Offense** dialog box has two main sections. The top section, **Offense Search Criteria**, contains input fields for **Statute**, **VCC**, **Heading**, **Sub Heading**, and **Description**, along with a **Find** button and a checked **Use Wildcard?** checkbox. The bottom section, **Search Results**, displays a table of results:

VCC Code	Statute	Offense Description
PRT-3864-M1	16.1-279.1	VIOLATION OF A PROTECTIVE ORDER, FAMILY ABUSE
PRT-3867-J9	16.1-279.1(F)	MOTION TO AMEND A PROTECTIVE ORDER
STK-2109-M1	18.2-60.3(A)	Stalking with intent to cause fear, assault or injury
PRT-3833-J9	16.1-253	Preliminary protective order, family abuse
PRT-3836-J9	16.1-253.1	Protection order, family abuse
PRT-3861-J9	19.2-152.8	EMERGENCY PROTECTIVE ORDER
PRT-3862-J9	19.2-152.9	Preliminary protective order

Below the table is the **Selected Offense Details** section, which shows the selected VCC (PRT-3833-J9), heading (PROTECTIVE ORDERS), sub heading (JUVENILE AND DOMESTIC), and description (Preliminary protective order, family abuse). It also includes a **Notify School?** checkbox and **Ok** and **Close** buttons.

- b. (i) Select the **Intake Disposition** from the drop-down menu, (ii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.

The **Domestic Relations Intake** screen shows the **Charged Offense Information** section with a table of offenses. The **Selected Offense Details** section is visible, showing the selected offense (PRT-3833-J9) and its details. The **Intake Disposition** dropdown menu is set to **02 - Petition Filed**. A blue arrow points to the **Save** button.

The **Domestic Relations Intake** screen shows the **Charged Offense Information** section with a table of offenses. The **Selected Offense Details** section is visible, showing the selected offense (PRT-3833-J9) and its details. The **Intake Disposition** dropdown menu is set to **02 - Petition Filed**. A blue arrow points to the **Add Custody Affidavit** button.

c. **Add New Offense Button**

- i. The **Add New Offense** button will not be accessible from this screen.

d. **Add Custody Affidavit Button**

- i. Click the **Add Custody Affidavit** button and the *Custody Affidavit* tab will appear.

Multiple VCC's can be added to a petition/order.

The **Domestic Relations Intake** screen shows the **Charged Offense Information** section with a table of offenses. The **Selected Offense Details** section is visible, showing the selected offense (PRT-3833-J9) and its details. The **Intake Disposition** dropdown menu is set to **02 - Petition Filed**. A blue arrow points to the **Add Custody Affidavit** button.

The **Custody Affidavit** screen shows the **Custody Affidavits Attached to the Intake Case** section. It contains a table with columns for **Affidavit #**, **Child's Name**, and **Child's Current Address**. Below the table are buttons for **Add**, **Edit**, **Copy**, **Delete**, and **View/Print**. A blue arrow points to the **Add** button.



- ii. Click the **Add** button and the Custody Affidavit screen will appear. The screen consists of the *Affidavit Data* tab, *Address Information* tab, and *Affidavit Data (continue)* tab. The petitioner and respondent names will auto-populate into the affidavit.

**Custody Affidavit**

**Affidavit Data** | **Address Information** | **Affidavit Data (continue)**

**CUSTODY AFFIDAVIT**

In re:  [Paste Juvenile's Name](#)

Petitioner's Name v. Respondent's Name

I,  the undersigned affiant, state the following information under oath:

☐ Certain information has been omitted from this form and submitted under seal because I allege that the health, safety or liberty of a party or child would be jeopardized by disclosure. Another party may request that a hearing be held to determine whether this information should be disclosed.

1. The child presently resides at:  [Paste Juvenile's Address](#)

The child commenced residing there on  and has resided there continuously to this date.

Subscribed and sworn before me on  Intake Case Number (ICN)

- iii. Click the (i) **Paste Juvenile's Name** and (ii) **Paste Juvenile's Address** hyperlinks, and the information will auto-populate.

**Custody Affidavit**

**Affidavit Data** | **Address Information** | **Affidavit Data (continue)**

**CUSTODY AFFIDAVIT**

In re:  [Paste Juvenile's Name](#)

Petitioner's Name v. Respondent's Name

I,  the undersigned affiant, state the following information under oath:

☐ Certain information has been omitted from this form and submitted under seal because I allege that the health, safety or liberty of a party or child would be jeopardized by disclosure. Another party may request that a hearing be held to determine whether this information should be disclosed.

1. The child presently resides at:  [Paste Juvenile's Address](#)

The child commenced residing there on  and has resided there continuously to this date.

Subscribed and sworn before me on  Intake Case Number (ICN)

- iv. Select the **The child commenced residing there on** date from the calendar screen.
- v. The **Subscribed and sworn before me on** date will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen. The time will auto-populate to the time the Custody Affidavit screen was opened. If you would like to change the time, (i) click the time, and the time fields will be highlighted in **blue**, and (ii) type the hour and minutes of the time the petitioner is sworn before you. The **Intake Case Number (ICN)** will auto-populate to the assigned ICN.
- vi. Click the *Address Information* tab.

**Custody Affidavit**

**Affidavit Data** | **Address Information** | **Affidavit Data (continue)**

**2. The other places where and persons with whom this child has lived during the last five (5) years:**

Time Resided	From	To	Child's Address	Person Resided with

Time Resided:  From:  To:  Person with Whom Child Resided: Name: First  Last

Address Where Child Resided: Address:  City:  State:

Current Address of Person with Whom Child Resided: Address:  City:  State:

For the **Time Resided** textbox, specify the unit of time. For example, 6 weeks, 11 months, 2.5 years, etc.

If the juvenile resides with both parents, type "Both" into the **First** textbox and "Parents" in the **Last** textbox.

1. If the juvenile has not lived at the current address for at least five years, (i) click the **Add** button, (ii) type the time the child lived at the address in the **Time Resided** textbox, (iii) select the date the juvenile started residing at the address from the **From** calendar screen, and (iv) select the date the juvenile stopped residing at the address from the **To** calendar screen.
  2. Type the **Address Where Child Resided**. If the juvenile lived at the petitioner's current address, click the **Paste Petitioner's Address** hyperlink, or if the juvenile lived at the respondent's current address, click the **Paste Respondent's Address** hyperlink, and the address information will auto-populate.
  3. Type the (i) **First** and (ii) **Last** name of the person with whom the juvenile resided.
  4. Type the **Current Address of Person with Whom Child Resided**. If the juvenile resides with the petitioner at the current address, click the **Paste Petitioner's Address** hyperlink, or if the juvenile resides with the respondent at the current address, click the **Paste Respondent's Address** hyperlink, and the address information will auto-populate.
  5. (i) Click the **Done** button when the information is complete. (ii) Continue to add all the addresses where the child lived over the past five years until all the information is completed.
  6. In order to edit existing address information, (i) select an address, and the row will be highlighted in **blue**, (ii) click the **Edit** button, and the fields at the bottom of the screen will become accessible, (iii) edit the information, and (iv) click the **Done** button when the edits are completed.
  7. In order to delete address information, (i) select an address, and the row will be highlighted in **blue**, and (ii) click the **Delete** button.
- vii. Click the *Affidavit Data (continue)* tab.

**Custody Affidavit**

**Affidavit Data | Address Information | Affidavit Data (continue)**

3. I ☐ have ☐ have not ☐ participated, either as a party, witness, or in any other capacity in any other litigation (court proceeding) concerning custody of or visitation with this child, in any State or foreign country. If yes, complete below:

a. Name of Court and State or foreign country in which litigation occurred: \_\_\_\_\_

b. When did the litigation occur: \_\_\_\_\_

c. What was the outcome of the litigation: \_\_\_\_\_

d. Attach a copy of all pleadings and Orders filed in this litigation.

4. I ☐ do ☐ do not ☐ have knowledge or information of any proceeding that could affect this proceeding, including but not limited to custody, visitation, paternity, support, enforcement proceedings, proceedings related to domestic violence, protective orders, abuse and neglect, termination of parental rights and adoptions, which is pending in a court of this or any other State or foreign country. If yes, complete below:

a. Name of Court and State or foreign country in which proceeding is pending: \_\_\_\_\_

b. Attach a copy of all pleadings filed in the litigation.

5. I ☐ do ☐ do not ☐ know of any person who is not already named as a party in this proceeding who has physical custody of this child or who claims to have custody or visitation rights with respect to child. If yes:

a. Name and address of person: \_\_\_\_\_

b. Does this person have physical custody of the child? Yes ☐ No ☐

c. State why you believe this person claims to have custody/visitation rights to the child: \_\_\_\_\_

**Save Cancel**

1. (i) Select all the options that apply to the petitioner. If the selected options require additional information, add the information at this time. (ii) Click the **Save** button and you will return to the *Custody Affidavit* tab. The custody affidavit will be displayed in the **Custody Affidavits Attached to the Intake Case** section. The information entered will auto-populate into the custody affidavit form.

- viii. In order to edit an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the *Custody Affidavit* screen will appear, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

- ix. In order to copy an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in *blue*, (ii) click the **Copy** button, and the *Select Custody Affidavit Number* screen will appear, (iii) ensure the **Affidavit #** matches the affidavit you wish to copy, (iv) click the **Ok** button, and the *Custody Affidavit* screen will appear, (v) edit the information, and (vi) click the **Save** button when the edits are completed. The copied affidavit with the new information will appear in the **Custody Affidavits Attached to the Intake Case** section.

- x. In order to delete an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in **blue**, (ii) click the **Delete** button, and the Please Confirm Delete Operation screen will appear.
- xi. In order to view or print the custody affidavit(s) related to the intake case, (i) select a custody affidavit, and the row will be highlighted in **blue**, (ii) click the **View/Print** button, and the completed custody affidavit will appear. From this screen, you can view, print, or save the custody affidavit.

e. **Edit button**

- i. (i) Select an offense, and the row will be highlighted in **blue**, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

f. **Delete Button**

- i. (i) Select an offense, and the row will be highlighted in **blue**, and (ii) click the **Delete** button.

g. **File Petition Button**


- i. Click the **File Petition** button and the Check Information Before Continuing screen will appear. You CANNOT make any edits once a petition is filed. If you need to add another offense, affidavit, or order at this time, click the **No** button.

Once you click the **Yes** button, the petition is sent to the Supreme Court. You cannot make any changes to the petition. If there is an error, you will need to create a new petition and must contact the Supreme Court to inform them of the mistake. You will need to provide the Supreme Court with the original and new SC#.

If the petitioner is under the age of 18, the **Petitioner's Next Friend** and/or **Petitioner's Guardian** information MUST be provided.

1. If the information is complete, click the **Yes** button, and the Petition for Protective Order – Family Abuse screen will appear. This screen consists of the *Petitioner Information* tab, *Respondent Information* tab, *Protective Order* tab, and *Protective Order (continue)* tab.

- a. The **Petitioner** information will auto-populate. In order to view or edit the petitioner's information, click the **View/Edit Petitioner** button, and the Adult Information screen will appear.
- b. If the petitioner is under the age of 18, the **Petitioner's Next Friend** and **Petitioner's Guardian** sections will be accessible. If the petitioner is over the age of 18, the **Petitioner's Next Friend** and **Petitioner's Guardian** sections will not be accessible.
  - i. **Add Button**
    1. Click the **Add** button. You can search for **Petitioner's Next Friend** or **Petitioner's Guardian** by **Adult Number**, **Caseload Number**, or by an **Advance Search**. If the search does not return the adult and you have ensured that an adult record does not exist, proceed with adding a new adult by selecting the **Add Adult** option.


 Refer to [page 2](#) for instructions on how to search for an adult.


 Refer to [page 4](#) for instructions on how to add a new adult.

- ii. **View Button**
  1. Click the **View** button and the petitioner's Adult Information screen will appear. Click the **Edit Adult Info** button in order to edit existing information. The Edit Information screen will appear.
- iii. **Clear Button**
  1. Click the **Clear** button to remove the selected petitioner's information from the fields.

- c. Click the *Respondent Information* tab.

- d. The **Respondent** information will auto-populate. In order to view or edit the respondent's information, click the **View/Edit Respondent** button, and the *Adult Information* screen will appear.
- e. If the respondent is under the age of 18, the **Respondent's Guardian** section will be accessible. If the respondent is over the age of 18, the **Respondent's Guardian** section will not be accessible.
- i. **Add Button**
1. Click the **Add** button. You can search for a **Respondent's Guardian** by **Adult Number**, **Caseload Number**, or by an **Advance Search**. If the search does not return the adult and you have ensured that an adult record does not exist, proceed with adding a new adult by selecting the **Add Adult** option.

 Refer to [page 2](#) for instructions on how to search for an adult.

 Refer to [page 4](#) for instructions on how to add a new adult.

- ii. **View Button**
1. Click the **View** button and the respondent's *Adult Information* screen will appear. Click the **Edit Adult Info** button in order to edit existing information. The *Edit Information* screen will appear.
- iii. **Clear Button**
1. Click the **Clear** button to remove the selected respondent's information from the fields.

- f. Click the *Protective Order* tab.

**Petition for Protective Order - Family Abuse**  
 VCC: PR17-3833-J9 SC# 36

**Petitioner Information** | **Respondent Information** | **Protective Order** | **Protective Order (continue)**

1. The Petitioner and Respondent are ☒ or household members because:  
☒ Petitioner is the Respondent's  *Must reside in the same home with Respondent*  
☐ Petitioner and Respondent  
☐ Petitioner is a child of a person Respondent cohabits with, or cohabited with within the previous 12 months  
☐ Petitioner is a person Respondent's parent cohabits with, or cohabited with within the previous 12 months

2. The Respondent is committing or, within a reasonable time, has committed the following acts of family abuse:  
☐ Sex accompanying affiant  
☐ Abuse test

3. Other cases involving the Petitioner and Respondent ☐ have / ☐ have not been filed in Virginia courts.

4. ☐ An Emergency Protective Order (EPO) involving the parties is in effect and was issued in the   on .

PETITIONER, THEREFORE, RESPECTFULLY REQUESTS THAT ☐ a preliminary protective order ☐ a protective order be issued and that such order impose the following conditions on the Respondent and such other conditions as the judge deems appropriate as allowed by law:  
☐ Prohibiting further acts of family abuse or criminal offenses that result in injury to person or property  
☐ Prohibiting such contact with the Petitioner as the judge deems necessary for the health or safety of the Petitioner  
☐ Prohibiting such contact with the following family or household members as the judge deems necessary for the health and safety. (Please provide on Form DC-621, NON-DISCLOSURE ADDENDUM, the date of birth, gender, and race for each family or household member listed.)

Buttons: Save, Delete, View / Print, Close

- i. (i) Select the options that apply to the petitioner. If the selected option requires additional information, add the information at this time. (ii) Click the checkbox next to each option that applied to the petitioner. If the selected checkbox requires additional information, add the information at this time.
- g. Click the *Protective Order (continue)* tab.

**Petition for Protective Order - Family Abuse**  
 VCC: PR17-3833-J9 SC# 35

**Petitioner Information** | **Respondent Information** | **Protective Order** | **Protective Order (continue)**

☐ Granting the Petitioner possession of the premises occupied by Petitioner and Respondent to the exclusion of the Respondent. This residence is located at:

☐ Prohibiting the Respondent from terminating ☐ requiring that the Respondent restore necessary utility service(s) to the premises indicated above, specifically:

☐ Granting the Petitioner temporary exclusive possession or use of motor vehicle partly owned by the parties or owned by the Petitioner alone, described as follows:

Prohibiting the Respondent from terminating the ☐ insurance ☐ registration ☐ taxes on this motor vehicle.  
 Requiring the Respondent to maintain the ☐ insurance ☐ registration ☐ taxes for this motor vehicle.

☐ Requiring that the Respondent provide suitable alternative housing for the ☐ Petitioner ☐ and other family or household member ☐ and requiring the Respondent to pay deposit(s) to connect or restore necessary utility service(s) in the alternative housing, specifically:

☐ Granting the Petitioner possession of the companion animal described as:

☐ Granting temporary custody or visitation of a minor child or children to Petitioner (JCC/IEA affidavit attached).  
☐ Provide temporary support for minor children.  
☐ Other relief necessary for protection:

Petition Date: 09/28/2016 Worker Name: Test account for CSU13

Buttons: Save, Delete, View / Print, Close

- i. Check all the options that apply to the petitioner. If the selected checkbox requires additional information, add the information at this time.
- ii. The **Petition Date** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen.
- iii. The **Worker Name** will auto-populate to the name of the employee entering in the petition information.
- iv. Click the **Save** button and the **SC #** will auto-populate.

**Petition for Protective Order - Family Abuse**  
 VCC: PR17-3833-J9 SC# 35

**Petitioner Information** | **Respondent Information** | **Protective Order** | **Protective Order (continue)**

☐ Granting the Petitioner possession of the premises occupied by Petitioner and Respondent to the exclusion of the Respondent. This residence is located at:

☐ Prohibiting the Respondent from terminating ☐ requiring that the Respondent restore necessary utility service(s) to the premises indicated above, specifically:

☐ Granting the Petitioner temporary exclusive possession or use of motor vehicle partly owned by the parties or owned by the Petitioner alone, described as follows:

Prohibiting the Respondent from terminating the ☐ insurance ☐ registration ☐ taxes on this motor vehicle.  
 Requiring the Respondent to maintain the ☐ insurance ☐ registration ☐ taxes for this motor vehicle.

☐ Requiring that the Respondent provide suitable alternative housing for the ☐ Petitioner ☐ and other family or household member ☐ and requiring the Respondent to pay deposit(s) to connect or restore necessary utility service(s) in the alternative housing, specifically:

☐ Granting the Petitioner possession of the companion animal described as:

☐ Granting temporary custody or visitation of a minor child or children to Petitioner (JCC/IEA affidavit attached).  
☐ Provide temporary support for minor children.  
☐ Other relief necessary for protection:

Petition Date: Worker Name:

Buttons: Edit, Delete, View / Print, Close

- h. In order to edit an existing petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.
- i. In order to delete an existing petition, click the **Delete** button.
- j. In order to view or print the petition, click the **View/Print** button, and the complete petition will appear. From this screen, you can view, print, or save the petition.

- k. In order to exit the Petition screen and return to the Domestic Relations Intake screen, click the **Close** button.

#### 4. Add Abortion Petition Button

- a. Click the **Add Abortion Petition** button and the *Abortion Petition* tab will appear.

You must enter the Petitioner's information and the petitioner must be under the age of 18 in order to create an abortion petition.

- b. The **Offense Date**, **VCC**, **Statute**, **Heading**, **Subheading**, **Description**, and **Intake Disposition** fields will auto-populate.
- c. If you need to change the **Intake Disposition**, (i) select the **Intake Disposition** from the drop-down menu, (ii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.



- d. In order to edit an existing offense, (i) select an offense, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

The left screenshot shows the 'Domestic Relations Intake' application with the 'Charged Offense Information' table. The first row is selected and highlighted in blue. Below the table, the 'Selected Offense Details' form is visible, and a blue arrow points to the 'Edit' button. The right screenshot shows the same form after editing, with a blue arrow pointing to the 'Save' button.

e. **Delete Button**

- i. (i) Select an offense, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

f. **View Petition Button**

- i. Click the **View Petition** button and the *Abortion Petition Preview* screen will appear. If you would like the petitioner's phone number listed on the petition, click the **Yes** button. If you would like the petitioner's phone number to be kept private, click the **No** button.

The left screenshot shows the 'Domestic Relations Intake' application with the 'Charged Offense Information' table. The first row is selected and highlighted in blue. Below the table, the 'Selected Offense Details' form is visible, and a blue arrow points to the 'View Petition' button. The right screenshot shows the 'Abortion Petition Preview' screen with a question: 'Would you like to show phone number on a petition?' and 'Yes' and 'No' buttons.

- ii. The completed petition will appear.

The screenshot shows the 'Virginia Department Of Juvenile Justice' application. The main form is titled 'PETITION FOR JUDICIAL AUTHORIZATION OF ABORTION'. It includes fields for Case No., Hearing Date and Time, and Juvenile and Domestic Relation. The form contains a section for the petitioner's name and a section for the undersigned's request. A blue arrow points to the 'Print' button at the top right.

## **Narrative Tab**

1. Click the *Narrative* tab.

ICN	FIPS	Worker Name	Date Opened	Date Closed

Selected Intake Case Narrative

Edit Print

2. The *For Juvenile* screen will be selected automatically, (i) select the ICN associated with the opened intake case, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the **Selected Intake Case Narrative** textbox will become accessible, (ii) type a detailed description of the intake, and (iv) click the **Save** button when the notes are complete.

The notes in the *Narrative* tab MUST be thorough. Include detailed information about the intake, such as direct statements or observations. These notes will be used for future reference by other case workers or supervisors and/or may be used in court.

3. (i) Select the *For Respondent* checkbox, (ii) select the ICN associated with the opened intake case, and the row will be highlighted in *blue*, (iii) click the **Edit** button, and the **Selected Intake Case Narrative** textbox will become accessible, (iv) type a detailed description of the intake, and (v) click the **Save** button when the notes are complete.

Notes must be fact-based statements ONLY.

ICN	FIPS	Worker Name	Date Opened	Date Closed

Selected Intake Case Narrative

Save Cancel

## Juvenile Delinquent / Status Intake

From the Juvenile Delinquent/Status Intake screen, you can create a new juvenile intake and file court summons and bench warrants.

When creating a new delinquent intake, you must enter the juvenile's information because all related Juvenile Delinquent/Status Intake actions being with the filing of a petition against a juvenile.

### Intake Case Tab

#### 1. Petitioner's Information

- Click the **Add** button and the Adult Search screen will appear. This screen consists of three adult search options. If the search does not return the adult and you have ensured that an adult record does not exist, proceed with adding a new adult.

If the adult is not found, a message will appear advising that there are no matches.

#### i. Adult Number Button

- (i) Click the **Adult Number** button, (ii) type the **Adult Number**, (iii) click the **Find** button, and the Adult Information screen will appear, (iv) review the Adult Information screen to ensure the correct adult is found, and the adult's information will auto-populate into the fields, (v) click the **Close** button, and you will return to the Intake Case tab.

Refer to the [Juvenile & Adult Information Screens User Manual](#) for instructions on how to navigate the Adult Information screen.

If the adult is not found, a message will appear advising that there are no matches.

ii. **Caseload Number Button**

- (i) Click the **Caseload Number** button, (ii) type the **Caseload Number**, (iii) click the **Find** button, and the **Adult Information** screen will appear, (iv) review the **Adult Information** screen to ensure the correct adult is found, and the adult's information will auto-populate into the fields, (v) click the **Close** button, and you will return to the *Intake Case* tab.

Refer to [Juvenile & Adult Information Screens User Manual](#) for instructions on how to navigate the **Adult Information** screen.

iii. **Advance Search Button**

Conduct an **Advance Search** for each criterion separately. Entering multiple criteria may be too specific to yield any results.

- Click the **Advance Search** button and the fields at the bottom of the screen will appear.

In order to yield broader search results, type **ONLY** two or three characters of the last and first name, and select **Use Wildcard**.

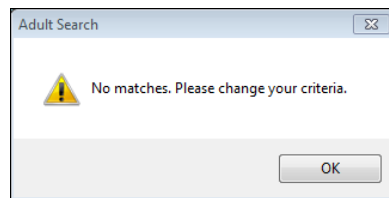
If the intake officer did not indicate that the adult is an LEO, you will not find the adult using this option. It is best to search for the officer by name and the **City**, if known.

- Type the **Last Name**.
- Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **Last Name** field.
- Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
- Type the **First Name**.
- Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **First Name** field.
- Click the **Include records that have no values for suffix and DOB** checkbox and the search results will generate a list of names which meet the search criteria, even if the adult entry does not list the date of birth or suffix.
- You can search for an adult by including the **Date of Birth ONLY**. If you do not know the date of birth, click the **Include records that have no values for suffix and DOB** checkbox.
- Select the **Gender** by clicking **All**, **Male**, or **Female**.
- Search using the adult's Social Security Number by typing it into the **SSN** textbox.
- Search using the adult's city by typing it into the **City** textbox.

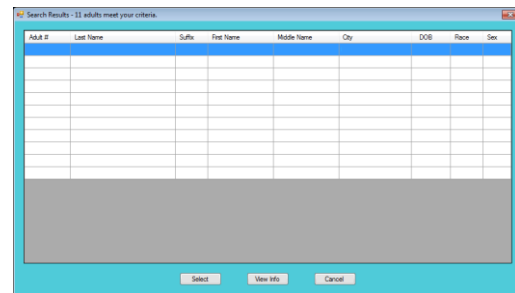
In order to clear all the information in the search fields, click the **Clear All** button.

If the adult is not found, a message will appear advising that there are no matches.

12. If you are searching for a law enforcement officer, you can (i) click the checkbox next to the **Is Law Enforcement Officer (LEO)?** option, and the **LEO Badge #** textbox will become accessible, and (ii) type in the **LEO Badge #**.
13. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
14. In order to include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
15. Click the **Find** button and any records matching the criteria entered will appear in the Search Results screen.



OR



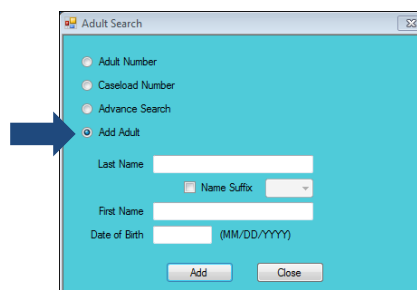
- a. If the Search Results screen consists of multiple results and you are unsure of which adult is the one you are searching for, (i) select an adult, and the row will be highlighted in **blue**, (ii) click the **View Info** button, and the Adult Information screen will appear WITHOUT auto-populating the information into the fields. (iii) Review the Adult Information screen to ensure the correct adult is selected, and when you find the correct adult, (iv) exit the Adult Information screen, (v) click the **Select** button, and the adult's information will auto-populate into the fields.
- b. If you are sure of which adult is the one you are searching for, (i) select an adult's name, and the row will be highlighted in **blue**, (ii) click the **Select** button, and the Adult Information screen will appear, and the adult's information will auto-populate into the fields, (iii) review the Adult Information screen to ensure the correct adult is selected, (iv) click the **Close** button, and you will return to the *Intake Case* tab.

Refer to the [Juvenile & Adult Information Screens User Manual](#) for instructions on how to navigate the Adult Information screen.

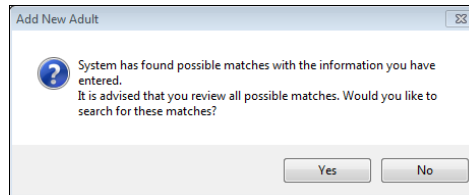
#### iv. **Add Adult Button**

**Add Adult** will create a new adult record with a unique **Adult Number**. All information pertaining to this adult will be found under the assigned adult number.


1. If the search does not return the adult and you have ensured that an adult record does not exist, proceed with adding a new adult. Click the **Add Adult** button and the fields at the bottom of the screen will appear.



- a. Type the **Last Name**.
- b. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
- c. Type the (i) **First Name** and (ii) **Date of Birth**, and (iii) click the **Add** button.
- d. If the system finds possible matches, the Add New Adult screen will appear.



- i. If you would like to review the possible matches, click the **Yes** button, and you will return to the **Advance Search** button in the Adult Search screen. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the **Advance Search** fields.

 Refer to [page 40](#) for instructions on how to conduct an **Advance Search**.

- ii. If you have already conducted an **Advance Search** and did not find the correct adult, click the **No** button, and the Information for New Adult screen will appear.
- e. If the system does not find any possible matches, the Information for New Adult screen will appear. This screen consists of the *Name/Address Information* tab, *General Information* tab, and *Employment Information* tab.

i. *Name/Address Information* Tab

1. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the Information for New Adult fields from the **Add Adult** button fields. (i) Type the **Middle Name** and (ii) select the **Gender**.
  - a. If the adult is deceased, (i) check the **Is Deceased?\*** checkbox, and the **Approx. Date** field will become accessible, and (ii) type the approximate death date.
2. Type the (i) **Address** and (ii) **Zip Code**, (iii) click the **Find City by Zip Code** button, and the **City/Town**, and **State** fields will auto-populate.
  - a. If the adult is deceased, "Deceased" will auto-populate into the **Address** and **City/Town** fields.
3. If the adult's address needs to remain confidential, check the **Is Address Confidential?\*** checkbox.
4. If the adult's address is unknown, click the **Paste Unknown** hyperlink, and "Unknown" will auto-populate into the **Address**, **City/Town**, and **State** fields.

Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

The adult's address may need to remain confidential if a Protective Order already exists.

For a new respondent, you can click the **Paste Petitioner's** button and the petitioner's **Address**, **Zip Code**, **City/Town**, and **State** will auto-populate to the respondent's fields.

ii. *General Information Tab*

1. The **Date of Birth** will auto-populate from the Adult Search screen. If the **Date of Birth** is not listed, type it in at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. Select the (i) **Race** and (ii) **Height** from the drop-down menus. The first **Height** drop-down menu is for the height in feet and the second **Height** drop-down menu is for the remaining height in inches. (iii) Type the adult's approximate **Weight** (in pounds), (iii) select the **Marital Status** from the drop-down menu, and and (iv) type the adult's (iv) **Driver's Lic. #**.
2. (i) Type the adult's **Social Sec. #**. If the adult is a U.S. Citizen, check the **Is Adult U.S. Citizen?\*** checkbox. If the adult is Hispanic or Latino, check the **Ethnicity** checkbox. Select the (ii) **Eye Color** and (iii) **Hair Color** from the drop-down menus. If you work at the Arlington CSU, type the **Docket #**. If the adult has a driver's license, type the state abbreviation for the **State Issued Driver's License** field, or select the state's name from the drop-down menu.
3. Type the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail** address.

iii. *Employment Tab*

1. (i) Select the adult's employment status from the **Status** drop-down menu, and type selected status' (ii) **Approx. Date**, (iii) **Employer** name, and (iv) **Job Title**. If you are searching for an LEO, you can (v) click the checkbox next to the **Is Adult Law Enforcement Officer?\*** option, and the **Law Enforcement Officer Badge Number** textbox will become accessible, and (vi) type the officer's badge number.
2. Type the adult's employment (i) **Address** and (ii) **Zip Code**, (iii) click the **Find City by Zip Code** button, and the **City/Town** and **State** information will auto-populate. Type the adult's work (iv) **Phone** number and (v) **Phone Extention** (if applicable).
3. If the adult works from home, click the **Same as Home** hyperlink, and the **Address**, **Zip Code**, **City/Town**, and **State** information will auto-populate.

4. (i) Click the **Save** button, and the Adult Information screen will appear, and (ii) review the Adult Information screen to ensure the information is correct. The adult's information will auto-populate into the fields. (iii) Click the **Close** button and you will return to the *Intake Case* tab.

b. **View** button

- i. Click the **View** button and the petitioner's Adult Information screen will appear. Click the **Edit Adult Info** button to edit existing information. The Edit Information screen will appear.

c. **Clear** button

- i. Click the **Clear** button to remove the selected petitioner's information from the fields.

2. **Respondent's Information**

- a. The **Respondent's Information** section will not be accessible.

3. **Juvenile's Information**

- a. Click the **Add** button and the Find Juvenile screen will appear. This screen consists of multiple juvenile search options.

 Refer to the [Login & Search User Manual](#) for instructions on how to search for a juvenile.



- b. If the search does not return the juvenile and you have ensured that a juvenile record does not exist, proceed with adding a new juvenile by clicking the *Add Juvenile* tab.

- i. Type the **Last Name**.
- ii. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
- iii. Type the (i) **First Name** and (ii) **Date of Birth**, and the **Age (YY-MM)** will auto-populate based on the **Date of Birth**, and (iii) click the **Add** button.
- iv. If the system finds possible matches, the System has located X possible match(es) screen will appear.

1. If the Search Results screen consists of multiple results and you are unsure of which juvenile is the one you are searching for, (i) select a juvenile, and the row will be highlighted in **blue**, (ii) click the **View Info** button, and the Juvenile Information screen will appear WITHOUT auto-populating the information into the **Juvenile's Information** fields. (iii) Review the Juvenile Information screen to ensure the correct juvenile is selected. When you find the correct juvenile, (iv) exit the Juvenile Information screen, (v) click the **Select** button, and the juvenile's information will auto-populate into the **Juvenile's Information** fields.
2. If you are sure of which juvenile is the one you are searching for, (i) select a juvenile, and the row will be highlighted in **blue**, (ii) click the **Select** button, and the Juvenile Information screen will appear, and the juvenile's information will auto-populate into the **Juvenile's Information** fields. (iii) Review the Juvenile Information screen to ensure the correct juvenile is selected. (iv) Click the **Close** button and you will return to the *Intake Case* tab.
3. If the search does not return the juvenile and you have ensured that a juvenile record does not exist, proceed with adding a new juvenile by clicking the **Add New** button. The Information for New Juvenile screen will appear.

- v. If the system does not find any possible matches, the *Information for New Juvenile* screen will appear. This screen consists of the *Name/Address Information* tab, *General Information* tab, and *Birth/Family/Alien Information* tab.

The screenshot shows a web form titled "Please Enter ALL Available Information for New Juvenile". It has three tabs: "Name/Address Information", "General Information", and "Birth/Family/Alien Information". The "Name/Address Information" tab is active. It contains fields for "Juvenile Name" (Last Name, First Name, Middle Name, and a Suffix dropdown) and "Juvenile Address" (Address, Zip Code, City/Town, and State). There are also radio buttons for "Genetic Sex" (Male/Female) and a "Juvenile FIPS of Residence" dropdown. A "Find City by Zip Code" button is next to the Zip Code field. A "Paste Unknown" link is at the bottom right. A note at the bottom states "All Fields in Bold Are Mandatory". At the very bottom are checkboxes for "Yes", "No", and "Unknown", along with "Save" and "Cancel" buttons.

The address should reflect the juvenile's current home address. If the juvenile is committed to DJJ or resides in a group home or other facility, make a note of their current location.

Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town**, **State**, and **Juvenile FIPS of Residence** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

Use the **Paste Unknown** hyperlink if the juvenile if the juvenile will not provide his/her name or address but need to be detained.

### 1. Name/Address Information Tab

- The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the *Information for Juvenile* screen. (i) Type the **Middle Name** and (ii) select the **Genetic Sex**.
- Type the (i) **Address** and (ii) **Zip Code**, (iii) click the **Find City by Zip Code** button, and the **City/Town**, **State**, and **Juvenile FIPS of Residence** fields will auto-populate.
- If the juvenile's address is the same as the petitioner's address, click the **Paste Petitioner's** hyperlink, and the **Juvenile Address** fields will auto-populate to the petitioner's address.
- If the juvenile's address is the same as the respondent's address, click the **Paste Respondent's** hyperlink, and the **Juvenile Address** fields will auto-populate to the respondent's address.
- If the juvenile's address is unknown, click the **Paste Unknown** hyperlink, and the **Address**, **City/Town**, and **State** fields will auto-populate to "Unknown."

The screenshot shows the same form as above, but with the "General Information" tab selected. It contains fields for "Social Sec. #", "Is DNA Taken?" (checkbox), "Race" (dropdown), "Ethnicity" (checkbox), "Height" (two dropdowns), "Weight" (text), "Eye Color" (dropdown), "Hair Color" (dropdown), "School" (text), "Grade" (dropdown), and "Type" (dropdown). There are also checkboxes for "Yes", "No", and "Unknown", and "Save" and "Cancel" buttons at the bottom.

### 2. General Information Tab

- (i) Type the juvenile's **Social Sec. #**. If the juvenile has submitted a DNA sample, check the **Is DNA Taken?** checkbox. (ii) Select the juvenile's **Race** from the drop-down menu. If the juvenile is Hispanic or Latino, check the **Ethnicity** checkbox. (iii) Select the **Height** from the drop-down menus. The first **Height** drop-down menu is for the height in feet and the second **Height** drop-down menu is for the remaining height in inches. (iv) Type the juvenile's approximate **Weight** (in pounds), select the (v) **Eye Color** and (vi) **Hair Color** from the drop-down menus, (vii) type the juvenile's **School** name, and (viii) select the juvenile's **Grade** from the drop-down menu. If you work at the Arlington CSU, type the **Arlington CSU Social File #**.
- If the juvenile has a driver's license, or any government-issued identification card, select the type of identification from the **Type** drop-down menu.

- i. If the juvenile has an **Id Card**, type the (i) **License #** and (ii) state abbreviation for the **State Issued** field. You can also select the state's name from the drop-down menu.
- ii. If the juvenile has a **Full driver's license** or **Learner's permit**, (i) select the **Status** from the drop-down menu, type the (ii) **License #** and (iii) state abbreviation for the **State Issued** field. You can also select the state's name from the drop-down menu.
- c. Type the juvenile's (i) **Home Phone**, (ii) **Cell Phone**, (iii) **Work Phone**, (iv) **Extention**, and (v) **E-mail** address, if applicable.

### 3. *Birth/Family/Alien Information Tab*

- a. The **Date of Birth** will auto-populate from the initial Juvenile Search screen. If the **Date of Birth** is not listed, type it in at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. (i) Type the state abbreviation for the **State of Birth** field. You can also select the state's name from the drop-down menu. (ii) Type the **Birth Country** and (iii) select the **Birth Verification** from the drop-down menu.
- i. If the juvenile's birth certificate is used for **Birth Verification**, type the **Birth Certif. #**. If the birth certificate number is unknown, click the **Unknown** hyperlink, and it will auto-populate to "Unknown."
- b. Type the juvenile's (i) **Mother's Maiden Name**, and select the (ii) **Annual Family Income** and (iii) **Living with** from the drop-down menus.
- c. The juvenile's alien **Status** will auto-select "No." If the juvenile is an alien, select "Yes", and type the juvenile's **Immigration #** and **Citizenship**. If the juvenile is a suspected alien, select "Suspected", and type the juvenile's **Immigration #** and **Citizenship**.

- d. (i) Click the **Save** button, and the Juvenile Information screen will appear, and (ii) review the Juvenile Information screen to ensure the information is correct. The juvenile's information will auto-populate into the **Juvenile's Information** fields. (iii) Click the **Close** button and you will return to the *Intake Case* tab.

c. **View Button**

- i. Click the **View** button and the Juvenile Information screen will appear.

 Refer to the [Juvenile & Adult Information Screens User Manual](#) for instructions on how to navigate the Juvenile Information screen.

d. **Clear Button**

- i. Click the **Clear** button to remove the selected juvenile's information from the fields.

4. **Intake Case Number (ICN)**

- a. The **Intake Case Number (ICN)** will auto-generate an assigned number after you save the intake.

5. **Court District**

- a. The name of the Court Service Unit will auto-populate into the field.

6. **FIPS**

- a. Select the **FIPS** from the drop-down menu. The selected **FIPS** should represent the locality the offense occurred in or be based on which **FIPS** has jurisdiction over the case.

7. **Open Date**

- a. The **Open Date** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen.

8. **Time**


- a. The **Time** will auto-populate to the time when the intake screen was opened. If you would like to change the time, (i) highlight the hour, minutes, or seconds fields, and (ii) click the up or down arrows until the correct time is displayed **OR** (i) highlight the hour, minutes, or seconds fields and (ii) type in the new time.


9. **Close Date**

- a. The **Close Date** will auto-populate when a final disposition is selected.

10. **Case Type**

- a. Select the **Case Type** from the drop-down menu.

 For Intakes completed by the After-Hours Intake Unit, the **Court District** field will need to be manually selected from the drop-down menu.

 For **Case Type**, if you select **07 - Diversion** or **14 - Pending** for the intake disposition, the close date will not auto-populate until a final disposition is entered.

 **Case Type** is a mandatory field.

## 11. Petitioner Type

- Select the **Petitioner Type** from the drop-down menu.

## 12. Worker

- The **Worker** will auto-populate to the name of the person creating the intake.

## 13. Keyed By

- The **Keyed By** will auto-populate to the name of the person entering the intake information into BADGE.

- Click the **Save** button and the **Intake Case Number** will generate. The **Narrative** tab will appear, and all of the buttons at the bottom of the screen will become accessible, and the **Add Juvenile Intake**, **Add Court Summons**, and **Add Bench Warrant** buttons will appear.

## Intake Action Buttons

Once you save the information in the *Intake Case* tab, the buttons at the bottom of the screen will become accessible.

1. **Edit Intake Case Info** Button

- a. (i) Click the **Edit Intake Case Info** button, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.

2. **Copy Intake Case** Button

- a. (i) Click the **Copy Intake Case** button and the Copy Juvenile Delinquent/Status Intake Case screen will appear. The checkmark(s) will auto-populate based on the EXISTING intake document associated with the intake. If multiple documents exist, all the documents will be selected automatically. You can deselect any document that you do not want to copy. You **MUST** select at least one document to copy. (ii) Click the **Save** button.

In order to copy an intake case, you **MUST** have an existing Juvenile Intake, Court Summons, Bench Warrants, Detention Orders, and/or Shelter Care Orders.

3. **Delete Intake Case** Button

- a. Click the **Delete Intake Case** button and the Delete Intake Case screen will appear.

4. **View/ Print Intake Report**

- a. Click the **View/Print Intake Report** button and the CSU Intake – Reports screen will appear.

5. **View Supreme Court Details**

- a. Click the **View Supreme Court Details** button and the Supreme Court Details screen will appear. If there is no information entered by the Supreme Court, the Supreme Court Details screen with a message will appear.

The **Delete Intake Case** button should not be used in lieu of editing incorrect information.

The amount of information found on the Supreme Court Details screen may vary depending on the court of jurisdiction.

OR

6. **Offense History Summary Report**

- a. Click the **Offense History Summary Report** button and the CSU Intake – Reports screen will appear.

## Add New Buttons

At the bottom of the *Intake Case* tab, there are three buttons that allow you to add a new:

[Juvenile Intake](#) | [Court Summons](#) | [Bench Warrant](#)

### 1. Add Juvenile Intake Button

- a. (i) Click the **Add Juvenile Intake** button, and the *Juvenile Intake* tab will appear, and (ii) select the **Offense Date** from the calendar screen.

- i. (i) Click the **Find VCC** button and the *Search Offense* screen will appear. You can search for an offense by **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description**. The **Use Wildcard?\*** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this box. (ii) Click the **Find** button and a list of VCC's and Offense Descriptions will be generated which meet the search criteria. (iii) Select a **VCC**, and the row will be highlighted in **blue**, (iv) click the **Ok** button, and you will return to the *Juvenile Intake* tab.

Multiple VCC's can be added to a petition/order.

Click the **Find** button if you would like to search for an offense without entering any information into the search fields.

When you select a VCC, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?\*** field is checked, the juvenile's school must be notified via a school notification letter.

A **Detention Order** button will appear if you select **Intake Disposition 03 – Petition/Detention Order Filed** or **13 – Detention Order Only**.

A **Shelter Care Order** button will appear if you select **Intake Disposition 11 – Petition/Shelter Care Filed** or **12 – Shelter Care Only**.

A **Detention Order** button will appear if you select the **Judge Ordered Detention** checkbox.

- b. Select the (i) **Penalty Modifier**, if applicable, and (ii) **Intake Disposition** from the drop-down menus, (iii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.

c. **Add New Offense Button**

- i. If another offense needs to be added to the petitioner/order, (i) click the **Add New Offense** button, and the **Selected Offense Details** fields will become accessible, and (ii) repeat the steps above to add another offense.

d. **Detention Assessment Button**

- i. Click the **Detention Assessment** button, and the Detention Assessment screen will appear. This screen consists of the **DAI Scores** tab and **Overrides** tab. The **Worker Name** will auto-populate. The **DAI Date** will auto-populate to the current date, but you can change the date from the calendar screen. The **DAI#** is a system generated number and will be assigned after you have the completed DAI.

Some fields in the **DAI Scores** tab will auto-populate.

Check all the auto-populated fields to ensure the correct criteria are being used to calculate the DAI's total score.



ii. *DAI Scores Tab*1. **Most Serious Alleged Offense**


- a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, reference the most serious offense listed in the current referral in order to select the appropriate category from the drop-down menu.


2. **Additional Charges in this Referral**

- a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, select the appropriate option from the drop-down menu. Use the referral complaint form/probable cause statement to determine the appropriate category.

3. **Prior Adjudications of Guilt (includes continued adjudication with “evidence sufficient to finding of guilt”)**


- a. (i) Select the appropriate option from the drop-down menu, including deferred/withheld findings or cases where there is evidence sufficient to a finding of guilt, and (ii) review the Offense History screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Case Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was dismissed after successful completion of court conditions.


 Refer to the Offense History Screen User Manual for instructions on how to navigate the Offense History screen.

 Refer to Caseload Management Module User Manual for instructions on how to navigate the *Contacts* tab.

4. **Petitions Pending Adjudication or Disposition (exclude deferred adjudications)**

- a. (i) Select the appropriate option from the drop-down menu and (ii) review the Offense History screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Case Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was continued for the disposition. The notes should specify if the case has been adjudicated or is pending adjudication.

 Refer to the Offense History Screen User Manual for instructions on how to navigate the Offense History screen.


 Refer to Caseload Management Module User Manual for instructions on how to navigate the *Contacts* tab.


5. **Supervision Status**


- a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Case Management module to check the status of the juvenile, and select the appropriate option from the drop-down menu.


6. **History of Failure to Appear (within past 12 months)**


- a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Offense History screen, and select the appropriate option from the drop-down menu.

 If the juvenile is being charged with multiple offenses, use the most serious offense in the **Most Serious Alleged Offense** section. In addition, you cannot combine the scores for multiple offenses.

 Cases that are dismissed by the court after successful completion of ordered conditions should NOT counted in the **Prior Adjudications of Guilt** section.

 Do NOT include any offenses with a deferred finding in the **Petitions Pending Adjudication or Disposition** field.

 If the juvenile is open to Post-Dispositional Services or Monitoring, select the **Probation based on other offenses OR CHINSup OR Deferred disposition with conditions** option for the **Supervision Status** field.

 The Failure to Appear MUST have occurred within the past 12 months.

The escape/runaway incident **MUST** have occurred within the past 12 months.

Click the **Auto Fill** button to auto-populate some of the fields.

## 7. History of Escape/Runaways (within past 12 months)

- This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Offense History screen, and select the appropriate option from the drop-down menu.

## 8. Total Score

- The total score will calculate based on the selected options.

## 9. Indicated Decision

- The **Indicated Decision** is based on the DAI **Total Score**. The **Indicated Decision** will be **Release, Detention Alternative, or Secure Detention**.

iii. Click the *Overrides* tab.

ONLY an **Aggravating** factor or a **Mitigating** factor can be added to a DAI, but not both.

Select the **MOST** serious aggravating factor, if any apply to the juvenile.

In order to use **Parent Unwilling to Provide Appropriate Supervision** or **Parent Unable to Provide Appropriate Supervision**, the incident must rise to the level where a complaint will be made with CPS for child neglect or abandonment. A CPS complaint **MUST** be made prior to completing the DAI.

## 1. Mandatory Overrides (Juvenile Must Be Detained)

- (i) Check the appropriate checkbox, if any, and (ii) provide a detailed description of why the mandatory override was selected in the **Comment** box. If a **Mandatory Override** is selected, regardless of the **Indicated Decision**, the juvenile must be detained.

## 2. Discretionary Override

- Aggravating factors** (override to more restrictive placement than indicated by guidelines) or **Mitigating factors** (override to less restrictive placement than indicated by guidelines)
  - Select **Aggravating factors** or **Mitigating factors**, (ii) click the **Add** button, and the **Factor** drop-down menu will become accessible, (iii) select the most applicable **Factor** from the drop-down menu, (iv) provide a brief rational in the **Narrative** box, and (v) click the **Done** button. The information will save as a new **Discretionary Override** entry.

Information in the **Narrative** box may auto-populate based on the **Factor** selected.

If **Local Court Policy** is selected as the mandatory override, provide a brief narrative indicating which court policy was applied.

ii. **Edit Button**

1. (i) Click the **Edit** button, and the **Factor** and **Narrative** boxes will become accessible, (ii) edit the information, and (iii) click the **Done** button when the edits are completed.

iii. **Delete Button**

1. Click the **Delete** button and the discretionary override will be removed.

b. **Approved local graduated sanction for probation/parole violation**

- i. (i) Check the **Approved local graduated sanction for probation/parole violation** checkbox and (ii) provide a brief description in the **Justification** box.

iv. **Actual Decision/Recommendation**

1. (i) Consider the **Indicated Decision** and the selected override, if any, (ii) select **Release**, **Alternative**, or **Secure Detention**, and (iii) click the **Save** button. The **DAI#** will auto-populate.

v. **Edit Button**

1. (i) Click the **Edit** button, (ii) edit the information in the **DAI Score** tab or the **Overrides** tab, and (iii) click the **Save** button when the edits are completed.

vi. **Close Button**

1. Click the **Close** button and you will return to the *Detention Assessment* tab on the Juvenile Delinquent/Status Intake screen.

vii. **Print Button**

1. Click the **Print** button and the completed DAI will appear.

viii. *Detention Assessment Tab*

1. **Add Button**

- Click the **Add** button and the Detention Assessment screen will appear.

Refer to [page 53](#) for instructions on how to complete a Detention Assessment Instrument.

2. **View/Edit Button**

- (i) Select a completed DAI, and the row will be highlighted in **blue**, (ii) click the **View/Edit** button, and the Detention Assessment screen will appear.

Refer to [page 55](#) for instructions on how to edit or print the completed Detention Assessment Instrument.

3. **Delete Button**

- (i) Select a completed DAI, and the row will be highlighted in **blue**, (ii) click the **Delete** button, and the Please Confirm Delete Operation screen will appear.

e. **Detention Order Button**

- Click the **Detention Order** button and the *Detention Orders* tab will appear.

In order to filter the **Facility** drop-down menu, select **All**, **Secure Detentions**, or **Jails**.

- ii. (i) Select the **Facility** from the drop-down menu. The **Date Issued** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen. The **Date Served** and **Date Withdrawn** will need to be entered into BADGE if and when the detention order is served or withdrawn. (ii) Check all the **Detention Order/Capias Reasons** options that apply to the juvenile and (iii) click the **Save** button.

### iii. Add Button

1. Click the **Add** button and the fields will become accessible.

Refer to [page 56](#) for instructions on how to complete a Detention Order.

### iv. Edit Button

1. (i) Select a completed Detention Order, and the row will be highlighted in **blue**, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

### v. Delete Button

1. (i) Select a completed Detention Order, and the row will be highlighted in **blue**, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.

### vi. View/Print Button

1. (i) Select a completed Detention Order, and the row will be highlighted in **blue**, (ii) click the **View/Print** button, and the completed detention order/capias will appear.

f. **Shelter Care Order Button**

- i. Click the **Shelter Care Order** button and the *Shelter Care Orders* tab will appear.

The left screenshot shows the 'Juvenile Delinquent/Status Intake' application with the 'Juvenile Intake' tab selected. It displays 'Charged Offense Information' and 'Selected Offense Details'. The 'Shelter Care Order' button is visible in the bottom right. The right screenshot shows the same application with the 'Shelter Care Orders' tab selected. It displays a table of shelter care orders and a form for 'Shelter Care Order Information'. An arrow points from the 'Shelter Care Order' button in the left screenshot to the 'Shelter Care Orders' tab in the right screenshot.

- ii. (i) Select the **Facility** from the drop-down menu, (ii) select all the **Shelter Care Order Reason(s)** that apply to the juvenile, and (iii) click the **Save** button.

The left screenshot shows the 'Juvenile Delinquent/Status Intake' application with the 'Shelter Care Orders' tab selected. The 'Facility' dropdown menu is set to 'All'. The 'Save' button is highlighted with a blue arrow. The right screenshot shows the same application with the 'Facility' dropdown menu set to 'Community Youth Homes'. The 'Save' button is highlighted with a blue arrow.

iii. **Add Button**

1. Click the **Add** button and the fields will become accessible.

Refer to [page 58](#) for instructions on how to complete a Shelter Care Order.

iv. **Edit Button**

1. (i) Select a completed Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

v. **Delete Button**

1. (i) Select a completed Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the Please Confirm Delete Operation screen will appear.

vi. **View/Print Button**

1. (i) Select a completed Shelter Care Order, and the row will be highlighted in **blue**, (ii) click the **View/Print** button, and the completed shelter care order will appear.

g. **Edit Button**

- i. (i) Select an offense, and the row will be highlighted in **blue**, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

h. **Copy Button**

- i. (i) Select an offense, and the row will be highlighted in **blue**, (ii) click the **Copy** button, and a duplication of the selected offense will be created.

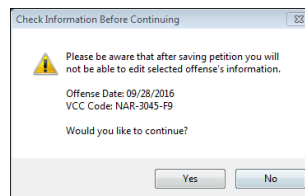
i. **Delete Button**

- i. (i) Select an offense, and the row will be highlighted in **blue**, and (ii) click the **Delete** button.



j. **File Petition Button**

- i. Click the **File Petition** button and the Check Information Before Continuing screen will appear. You CANNOT make any edits once a petition is filed. If you need to add another offense, affidavit, or order, click the **No** button.



1. If the information is complete, click the **Yes** button, and the Petition screen will appear.

- a. All the information in the **Juvenile Intake** and **Offense Information** sections will auto-populate.
- b. The **Petition Date** and **Time** will auto-populate to the date and time the Petition screen was opened. If you would like to change the date, select the date from the calendar screen. If you would like to change the time highlight the hour, minutes, or seconds fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minutes, or seconds fields and type in the new time.
- c. The **Offense Text** will auto-populate standard language for the selected offense. You can edit the information in the **Offense Text** textbox.
- d. If the detention-related questions do not apply, leave the fields blank.
- e. Check the **Do not print juvenile's address and phone** checkbox if the juvenile's information needs to remain confidential.
- f. Check the **Do not print confidential adult address and phone** checkbox if the adult's information needs to remain confidential.
- g. Click the **Save** button and the **SC #** will auto-populate.
- h. In order to edit the petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button once the edits are completed.
- i. In order to delete the petition, click the **Delete** button, and the Please Confirm Delete Operation screen will appear. If you delete the petition, you will return to the Juvenile Delinquent/Status custody Petition tab in the Juvenile Delinquent/Status screen.

Once you click the **Yes** button, the petition is sent to the Virginia Supreme Court and cannot make any changes to the petition. If there is an error, you should create a new petition and must contact the Supreme Court to inform them of the mistake. You will need to provide the Supreme Court with the original and new SC#.

The **Copy Offense Text** button is helpful when entering the same **Offense Text** for multiple juveniles at the same time. (i) Click the **Copy Offense Text** button, (ii) type the **Offense Number**, and (iii) click the **Ok** button.



Printing the same petition multiple times will not change the **SC #**.

- j. In order to view or print the petition, click the **View/Print** button, and the completed petition will appear.

- k. In order to exit the Petition screen and return to the Juvenile Delinquent/Status Intake screen, click the **Close** button.

## 2. Add Court Summons Button

Multiple VCC's can be added to a petition/order.

- a. (i) Click the **Add Court Summons** button, and the *Court Summons* tab will appear, and (ii) select the **Offense Date** from the calendar screen. The **SC #** will auto-generate after you save the completed Court Summons.

Click the **Find** button if you would like to search for an offense without entering any information into the search fields.

- i. (i) Click the **Find VCC** button and the Search Offense screen will appear. You can search for an offense by **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description**. The **Use Wildcard?\*** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this box. (ii) Click the **Find** button and a list of VCC's and Offense Descriptions will be generated which meet the search criteria. (iii) Select a **VCC**, and the row will be highlighted in *blue*, (iv) click the **Ok** button, and you will return to the *Court Summons* tab.

When you select a VCC, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?\*** field is checked, the juvenile's school must be notified via a school notification letter.

A **Shelter Care Order** button will appear if you select **Intake Disposition 12 – Shelter Care Only**.

A **Detention Order** button will appear if you select **Intake Disposition 13 – Detention Order Only**.

A **Detention Order** button will appear if you select the **Judge Ordered Detention** checkbox.

- b. Select the (i) **Penalty Modifier**, if applicable, and (ii) **Intake Disposition** from the drop-down menus, (iii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.

c. **Add New Offense Button**

- i. If another offense needs to be added to the petitioner/order, (i) click the **Add New Offense** button, and the **Selected Offense Details** fields will become accessible, and (ii) repeat the steps above to add another offense.

d. **Detention Assessment Button**

- i. Click the **Detention Assessment** button, and the Detention Assessment screen will appear. The **Worker Name** will auto-populate. The **DAI Date** will auto-populate to the current date, but you can change the date from the calendar screen. The **DAI#** is a system generated number and will be assigned after you save the completed DAI.

Some fields in the **DAI Scores** tab will auto-populate.

Check all the auto-populated fields to ensure the correct criteria are being used to calculate the DAI's total score.

ii. *DAI Scores Tab*1. **Most Serious Alleged Offense**


- a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, reference the most serious offense listed in the current referral in order to select the appropriate category from the drop-down menu.


2. **Additional Charges in this Referral**

- a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, select the appropriate option from the drop-down menu. Use the referral complaint form/probable cause statement to determine the appropriate category.

3. **Prior Adjudications of Guilt (includes continued adjudication with “evidence sufficient to finding of guilt”)**


- a. (i) Select the appropriate option from the drop-down menu, including deferred/withheld findings or cases where there is evidence sufficient to a finding of guilt, and (ii) review the Offense History screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Case Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was dismissed after successful completion of court conditions.


 Refer to the Offense History Screen User Manual for instructions on how to navigate the Offense History screen.

 Refer to Caseload Management Module User Manual for instructions on how to navigate the *Contacts* tab.

4. **Petitions Pending Adjudication or Disposition (exclude deferred adjudications)**

- a. (i) Select the appropriate option from the drop-down menu and (ii) review the Offense History screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Case Management record. If a CSU is completing a social history, you may see notes for an **Investigation for Report** in the *Contacts* tab indicating a case is continued for the disposition. The case notes should specify if the case has been adjudicated or is pending adjudication.

 Refer to the Offense History Screen User Manual for instructions on how to navigate the Offense History screen.


 Refer to Caseload Management Module User Manual for instructions on how to navigate the *Contacts* tab.


5. **Supervision Status**


- a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Case Management module to check the status of the juvenile, and select the appropriate option from the drop-down menu.


6. **History of Failure to Appear (within past 12 months)**


- a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Offense History screen, and select the appropriate option from the drop-down menu.

 If the juvenile is being charged with multiple offenses, use the most serious offense in the **Most Serious Alleged Offense** section. In addition, you cannot combine the scores for multiple offenses.

 Cases that are dismissed by the court after successful completion of ordered conditions should NOT counted in the **Prior Adjudications of Guilt** section.

 Do NOT include any offenses with a deferred finding in the **Petitions Pending Adjudication or Disposition** field.

 If the juvenile is open to Post-Dispositional Services or Monitoring, select the **Probation based on other offenses OR CHINSup OR Deferred disposition with conditions** option for the **Supervision Status** field.

 The Failure to Appear MUST have occurred within the past 12 months.

The escape/runaway incident **MUST** have occurred within the past 12 months.

Click the **Auto Fill** button to auto-populate some of the fields.

## 7. History of Escape/Runaways (within past 12 months)

- This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Offense History screen, and select the appropriate option from the drop-down menu. The escape/runaway incident must have occurred within the past 12 months.

## 8. Total Score

- The total score will calculate based on the selected options.

## 9. Indicated Decision

- The **Indicated Decision** is based on the DAI **Total Score**. The **Indicated Decision** will be **Release, Detention Alternative, or Secure Detention**.

iii. Click the *Overrides* tab.

ONLY an **Aggravating** factor or a **Mitigating** factor can be added to a DAI, but not both.

Select the **MOST** serious aggravating factor, if any apply to the juvenile.

In order to use **Parent Unwilling to Provide Appropriate Supervision** or **Parent Unable to Provide Appropriate Supervision**, the incident must rise to the level where a complaint will be made with CPS for child neglect or abandonment. A CPS complaint **MUST** be made prior to completing the DAI.

## 1. Mandatory Overrides (Juvenile Must Be Detained)

- (i) Check the appropriate checkbox, if any, and (ii) provide a detailed description of why the mandatory override was selected in the **Comment** box. If a **Mandatory Override** is selected, regardless of the **Indicated Decision**, the juvenile must be detained.

## 2. Discretionary Override

- Aggravating factors** (override to more restrictive placement than indicated by guidelines) or **Mitigating factors** (override to less restrictive placement than indicated by guidelines)
  - Select **Aggravating factors** or **Mitigating factors**, (ii) click the **Add** button, and the **Factor** drop-down menu will become accessible, (iii) select the most applicable **Factor** from the drop-down menu, (iv) provide a brief rational in the **Narrative** box, and (v) click the **Done** button. The information will save as a new **Discretionary Override** entry.

Information in the **Narrative** box may auto-populate based on the **Factor** selected.

If **Local Court Policy** is selected as the mandatory override, provide a brief narrative indicating which court policy was applied.

ii. **Edit Button**

- (i) Click the **Edit** button, and the **Factor** and **Narrative** boxes will become accessible, (ii) edit the information, and (iii) click the **Done** button when the edits are completed.

iii. **Delete Button**

- Click the **Delete** button and the discretionary override will be removed.

b. **Approved local graduated sanction for probation/parole violation**

- (i) Check the **Approved local graduated sanction for probation/parole violation** checkbox and (ii) provide a brief description in the **Justification** box.

iv. **Actual Decision/Recommendation**

- (i) Consider the **Indicated Decision** and the selected override, if any, (ii) select **Release**, **Alternative**, or **Secure Detention**, and (iii) click the **Save** button. The **DAI#** will auto-populate.

v. **Edit Button**

- (i) Click the **Edit** button, (ii) edit the information in the **DAI Score** tab or the **Overrides** tab, and (iii) click the **Save** button when the edits are completed.

vi. **Close Button**

- Click the **Close** button and you will return to the *Detention Assessment* tab on the Juvenile Delinquent/Status Intake screen.

vii. **Print Button**

- Click the **Print** button and the completed DAI report will appear.

viii. *Detention Assessment Tab*

1. **Add Button**

- Click the **Add** button and the Detention Assessment screen will appear.

Refer to [page 63](#) for instructions on how to complete a Detention Assessment Instrument.

2. **View/Edit Button**

- (i) Select a completed DAI, and the row will be highlighted in **blue**, (ii) click the **View/Edit** button, and the Detention Assessment screen will appear.

Refer to [page 65](#) for instructions on how to edit or print the completed Detention Assessment Instrument.

3. **Delete Button**

- (i) Select a completed DAI, and the row will be highlighted in **blue**, (ii) click the **Delete** button, and the Please Confirm Delete Operation screen will appear.

e. **Detention Order Button**

- Click the **Detention Order** button and the *Detention Orders* tab will appear.

Multiple VCC's can be added to a petition/order.

- ii. (i) Select the **Facility** from the drop-down menu. The **Date Issued** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen. The **Date Served** and **Date Withdrawn** will be entered into BADGE if and when the detention order is served or withdrawn. (ii) Select all the **Detention Order/Capias Reasons** that apply to the juvenile and (iii) click the **Save** button.

In order to filter the **Facility** drop-down menu, select **All, Secure Detentions, or Jails**.

iii. **Add Button**

1. Click the **Add** button and the fields will become accessible.

Refer to [page 66](#) for instructions on how to complete a Detention Order.

iv. **Edit Button**

1. (i) Select a completed Detention Order, and the row will be highlighted in **blue**, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

v. **Delete Button**

1. (i) Select a completed Detention Order, and the row will be highlighted in **blue**, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.

vi. **View/Print Button**

1. (i) Select a completed Detention Order, and the row will be highlighted in **blue**, (ii) click the **View/Print** button, and the completed detention order/capias will appear.



f. **Shelter Care Order Button**

- i. Click the **Shelter Care Order** button and the *Shelter Care Orders* tab will appear.

The left screenshot shows the 'Juvenile Delinquent/Status Intake' application with the 'Charged Offense Information' tab selected. It displays a table with columns: Offense Date, VCC Code, Offense Description, PM, Intake Disposition, JO, and Sent to the SC. Below this is the 'Selected Offense Details' section with fields for Offense Date, VCC Code, Heading, Subheading, Description, Penalty Modifier, and Intake Disposition. On the right, there are buttons: 'Add New Offense', 'Detention Assessment', 'Detention Order', and 'Shelter Care Order'. An arrow points from the 'Shelter Care Order' button to the right screenshot.

The right screenshot shows the same application with the 'Shelter Care Orders' tab selected. It displays a table with columns: Shelter Care #, Date Printed, and Facility. Below this is the 'Shelter Care Order Information' section with a 'Facility' dropdown menu and radio buttons for 'All', 'Community Youth Homes', 'Shelter Facilities', and 'Less Secure Detentions'. There is also a 'Shelter Care Order Reason(s)' section with several checkboxes. At the bottom, there are buttons: 'Add', 'Save', 'Cancel', and 'View / Print'. An arrow points from the 'Shelter Care Order' button in the left screenshot to the 'Shelter Care Orders' tab in the right screenshot.

- ii. (i) Select the **Facility** from the drop-down menu, (ii) select all the **Shelter Care Order Reason(s)** that apply to the juvenile, and (iii) click the **Save** button.

The left screenshot shows the 'Juvenile Delinquent/Status Intake' application with the 'Shelter Care Orders' tab selected. The 'Facility' dropdown menu is set to 'All'. Below this is the 'Shelter Care Order Information' section with radio buttons for 'All', 'Community Youth Homes', 'Shelter Facilities', and 'Less Secure Detentions'. There is also a 'Shelter Care Order Reason(s)' section with several checkboxes. At the bottom, there are buttons: 'Add', 'Save', 'Cancel', and 'View / Print'. An arrow points from the 'Save' button to the right screenshot.

The right screenshot shows the same application with the 'Shelter Care Orders' tab selected. The 'Facility' dropdown menu is set to 'Community Youth Homes'. Below this is the 'Shelter Care Order Information' section with radio buttons for 'All', 'Community Youth Homes', 'Shelter Facilities', and 'Less Secure Detentions'. There is also a 'Shelter Care Order Reason(s)' section with several checkboxes. At the bottom, there are buttons: 'Add', 'Edit', 'Delete', and 'View / Print'. An arrow points from the 'Save' button in the left screenshot to the 'Save' button in the right screenshot.

iii. **Add Button**

1. Click the **Add** button and the fields will become accessible.

Refer to [page 68](#) for instructions on how to complete a Shelter Care Order.

iv. **Edit Button**

1. (i) Select a completed Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

v. **Delete Button**

1. (i) Select a completed Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.



vi. **View/Print Button**

1. (i) Select a completed Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **View/Print** button, and the completed shelter care order will appear.

g. **Edit Button**

- i. (i) Select an offense, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

h. **Delete Button**

- i. (i) Select an offense, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

3. **Add Bench Warrant Button**

- a. (i) Click the **Add Bench Warrant** button, and the *Bench Warrant* tab will appear, and (ii) select the **Offense Date** from the calendar screen.

Multiple VCC's can be added to a petition/order.

Click the **Find** button if you would like to search for an offense without entering any information into the search fields.

When you select a VCC, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?\*** checkbox has a checkmark in it, the juvenile's school must be notified via a school notification letter.

A **Shelter Care Order** button will appear if you select **Intake Disposition 12 – Shelter Care Only**.

A **Detention Order** button will appear if you select **Intake Disposition 13 – Detention Order Only**.

A **Detention Order** button will appear if you select the **Judge Ordered Detention** checkbox.

- i. (i) Click the **Find VCC** button and the Search Offense screen will appear. You can search for an offense by **Statute, VCC, Heading, Sub-Heading, or Description**. The **Use Wildcard?\*** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this box. (ii) Click the **Find** button and a list of VCC's and Offense Descriptions will be generated which meet the search criteria. (iii) Select a **VCC**, and the row will be highlighted in **blue**, (iv) click the **Ok** button, and you will return to the *Juvenile Intake* tab.

- b. Select the (i) **Penalty Modifier**, if applicable, and (ii) **Intake Disposition** from the drop-down menus, (iii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.

### c. Add New Offense Button

- i. If another offense needs to be added to the petitioner/order, (i) click the **Add New Offense** button, and the **Selected Offense Details** fields will become accessible, and (ii) repeat the steps above to add another offense.

d. **Detention Assessment Button**

- i. Click the **Detention Assessment** button, and the Detention Assessment screen will appear. The **Worker Name** will auto-populate. The **DAI Date** will auto-populate to the current date, but you can change the date from the calendar screen. The **DAI#** is a system generated number and will be assigned after you save the completed DAI.

ii. **DAI Scores Tab**1. **Most Serious Alleged Offense**


- a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, reference the most serious offense listed in the current referral in order to select the appropriate category from the drop-down menu.


2. **Additional Charges in this Referral**

- a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, select the appropriate option from the drop-down menu. Use the referral complaint form/probable cause statement to determine the appropriate category.

3. **Prior Adjudications of Guilt (includes continued adjudication with “evidence sufficient to finding of guilt”)**


- a. (i) Select the appropriate option from the drop-down menu, including deferred/withheld findings or cases where there is evidence sufficient to a finding of guilt, and (ii) review the Offense History screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Case Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was dismissed after successful completion of court conditions.

 Refer to the Offense History Screen User Manual for instructions on how to navigate the Offense History screen.

 Refer to Caseload Management Module User Manual for instructions on how to navigate the *Contacts* tab.

4. **Petitions Pending Adjudication or Disposition (exclude deferred adjudications)**

- a. (i) Select the appropriate option from the drop-down menu and (ii) review the Offense History screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Case Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was continued for the disposition. The notes should specify if the case has been adjudicated or is pending adjudication.

 Refer to the Offense History Screen User Manual for instructions on how to navigate the Offense History screen.

 Refer to Caseload Management Module User Manual for instructions on how to navigate the *Contacts* tab.

If the juvenile is open to Post-Dispositional Services or Monitoring, select the **Probation based on other offenses OR CHINSup OR Deferred disposition with conditions** option for the **Supervision Status** field.

The Failure to Appear and escape/ runaway MUST have occurred within the past 12 months.

The escape/ runaway incident MUST have occurred within the past 12 months.

Click the **Auto Fill** button to auto-populate some of the fields.

ONLY an **Aggravating** factor or a **Mitigating** factor can be added to a DAI, but not both.

Select the most serious aggravating factor, if any apply to the juvenile.

In order to use **Parent Unwilling to Provide Appropriate Supervision** or **Parent Unable to Provide Appropriate Supervision**, the incident must rise to the level where a complaint will be made with CPS for child neglect or abandonment. A CPS complaint MUST be made prior to completing the DAI.

## 5. Supervision Status

- This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Case Management module to check the status of the juvenile, and select the appropriate option from the drop-down menu.

## 6. History of Failure to Appear (within past 12 months)

- This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Offense History screen, and select the appropriate option from the drop-down menu. The Failure to Appear must have occurred within the past 12 months.

## 7. History of Escape/Runaways (within past 12 months)

- This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Offense History screen, and select the appropriate option from the drop-down menu. The escape/runaway incident must have occurred within the past 12 months.

## 8. Total Score

- The total score will calculate based on the selected options.

## 9. Indicated Decision

- The **Indicated Decision** is based on the DAI **Total Score**. The **Indicated Decision** will be **Release, Detention Alternative, or Secure Detention**.

iii. Click the **Overrides** tab.

## 1. Mandatory Overrides (Juvenile Must Be Detained)

- (i) Check the appropriate checkbox, if any, and (ii) provide a detailed description of why the mandatory override was selected in the **Comment** box. If a **Mandatory Override** is selected, regardless of the **Indicated Decision**, the juvenile must be detained.

## 2. Discretionary Override

- a. **Aggravating factors** (override to more restrictive placement than indicated by guidelines) or **Mitigating factors** (override to less restrictive placement than indicated by guidelines)
  - i. (i) Select **Aggravating factors** or **Mitigating factors**, (ii) click the **Add** button, and the **Factor** drop-down menu will become accessible, (iii) select the most applicable **Factor** from the drop-down menu, (iv) provide a brief rational in the **Narrative** box, and (v) click the **Done** button. The information will save as a new **Discretionary Override** entry.
  - ii. **Edit Button**
    1. (i) Click the **Edit** button, and the **Factor** and **Narrative** boxes will become accessible, (ii) edit the information, and (iii) click the **Done** button when the edits are completed.
  - iii. **Delete Button**
    1. Click the **Delete** button and the discretionary override will be removed.
- b. **Approved local graduated sanction for probation/parole violation**
  - i. (i) Check the **Approved local graduated sanction for probation/parole violation** checkbox and (ii) provide a brief description in the **Justification** box.

## iv. Actual Decision/Recommendation

1. (i) Consider the **Indicated Decision** and the selected override, if any, (ii) select **Release**, **Alternative**, or **Secure Detention**, and (iii) click the **Save** button. The **DAI#** will auto-populate.

## v. Edit Button

1. (i) Click the **Edit** button, (ii) edit the information in the **DAI Score** tab or the **Overrides** tab, and (iii) click the **Save** button when the edits are completed.

## vi. Close Button

1. Click the **Close** button and you will return to the *Detention Assessment* tab on the Juvenile Delinquent/Status Intake screen.

vii. **Print Button**

1. Click the **Print** button and the completed DAI report will appear.

viii. **Detention Assessment Tab**

1. **Add Button**

- a. Click the **Add** button and the Detention Assessment screen will appear.

Refer to [page 71](#) for instructions on how to complete a Detention Assessment Instrument.

2. **View/Edit Button**

- a. (i) Select a completed DAI, and the row will be highlighted in **blue**, (ii) click the **View/Edit** button, and the Detention Assessment screen will appear.

Refer to [page 73](#) for instructions on how to edit or [page 74](#) for instruction on how to print the completed Detention Assessment Instrument.

3. **Delete Button**

- a. (i) Select a completed DAI, and the row will be highlighted in **blue**, (ii) click the **Delete** button, and the Please Confirm Delete Operation screen will appear.

e. **Detention Order Button**

- i. Click the **Detention Order** button and the *Detention Orders* tab will appear.


The left screenshot shows the 'Charged Offense Information' tab. The right screenshot shows the 'Detention Orders' tab with a table of orders and a form for adding a new order. Blue arrows indicate the flow from the 'Detention Order' button in the left screenshot to the 'Detention Orders' tab in the right screenshot.

- ii. (i) Select the **Facility** from the drop-down menu. The **Date Issued** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen. The **Date Served** and **Date Withdrawn** will be entered into BADGE if and when the detention order is served or withdrawn. (ii) Select all the **Detention Order/Capias Reasons** that apply to the juvenile and (iii) click the **Save** button.

The left screenshot shows the 'Detention Orders' tab with a table of orders and a form for adding a new order. The right screenshot shows the 'Detention Orders' tab with a table of orders and a form for adding a new order. Blue arrows indicate the flow from the 'Add' button in the left screenshot to the 'Add' button in the right screenshot.

iii. **Add Button**

1. Click the **Add** button and the fields will become accessible.

 Refer to [page 75](#) for instructions on how to complete a Detention Order.

iv. **Edit Button**

1. (i) Select a completed Detention Order, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

v. **Delete Button**

1. (i) Select a completed Detention Order, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.



vi. **View/Print Button**

- (i) Select a completed Detention Order, and the row will be highlighted in **blue**, (ii) click the **View/Print** button, and the completed detention order/capias will appear.

**Juvenile Delinquent/Status Intake**

Intake Case | Narrative | Bench Warrant | **Detention Orders**

Issued	Served	Withdrawn	Detention Date	Printed
10/11/2016				

Detention Order Information

Facility: \_\_\_\_\_

Date Issued: 10/11/2016 Date Served: \_\_\_\_\_ Date Withdrawn: \_\_\_\_\_

Detention Order / Capias Reasons - 1 Reason Selected

☐ The juvenile is alleged to have

☐ committed an act that would be a felony or Class 1 misdemeanor if committed by adult.

☐ violated the terms of probation or parole when the charge for which he/she was placed on probation or parole would have been a felony or Class 1 misdemeanor if committed by an adult.

AND there is clear and convincing evidence that:

☐ the release of the juvenile constitutes a clear and substantial threat to the person or property of others; or

☐ the release of the juvenile would present a clear and substantial threat of serious harm to such juvenile's life or health; or

☐ the juvenile has threatened to abscond from the court's jurisdiction during the pendency of the instant proceedings or has a record of willful failure to appear at a court's hearing within the immediately preceding twelve months.

☐ The juvenile absconded from a detention home or facility where he has been directed to remain by the bench order of a

Add Edit **View / Print**

**Virginia Department of Juvenile Justice**

Print

1 of 1 100% Find Next

**DETENTION ORDER / CAPIAS PURSUANT TO § 16.1-247(K)** Case No. \_\_\_\_\_

Commonwealth of Virginia Va. Code §§ 16.1-247(A & D), 16.1-248.1, 16.1-250 F, 16.1-256

In re: \_\_\_\_\_

Juvenile and Domestic Relations

Total charges = \_\_\_\_\_

Other Pending and Previous Charges: \_\_\_\_\_

To be completed ONLY if petition is not attached to this order: \_\_\_\_\_

Add Edit View / Print

f. **Shelter Care Order Button**

- Click the **Shelter Care Order** button and the *Shelter Care Orders* tab will appear.

**Juvenile Delinquent/Status Intake**

Intake Case | Narrative | Bench Warrant | **Shelter Care Orders**

Offense Date	VCC Code	Offense Description	PM	Intake Disposition	JO	Sent to the SC
10/04/2016	ORD-9948-58	LOCAL COURT - FAILURE TO APPEAR		T2		<input checked="" type="checkbox"/>

Selected Offense Details

Offense Date: 10/04/2016 SC #: 230

VCC Code: ORD-9948-59 Statute: DILLIONS RULE

Heading: ORDINANCE, CITY, OR COUNTY (FOR USE BY LUGS ONLY)

Subheading: FAILURE TO APPEAR

Description: LOCAL COURT - FAILURE TO APPEAR

Penalty Modifier: ☐ Judge Ordered Detention

Intake Disposition: 12 - Shelter Care Only

Edit Delete **Shelter Care Order**

**Juvenile Delinquent/Status Intake**

Intake Case | Narrative | Bench Warrant | **Shelter Care Orders**

Shelter Care #	Date Printed	Facility
0		

Shelter Care Order Information

Facility: \_\_\_\_\_

☐ All ☒ Community Youth Homes ☐ Shelter Facilities ☐ Less Secure Detentions

Shelter Care Order Reason(s)

☐ The child is eligible for placement in a secure facility; or

☐ The child has failed to adhere to the directions of the court, intake officer or magistrate while on conditional release; or

☐ The child's parent, guardian or other person able to provide supervision cannot be reached within a reasonable time; or

☐ The child does not consent to return home; or

☐ Neither the child's parent or guardian nor any other person able to provide proper supervision can arrive to assume custody within a reasonable time; or

☐ The child's parent or guardian refuses to permit the child to return home and no relative or other person willing and able to provide proper supervision and care can be located within a reasonable time.

Add Save Cancel View / Print

- (i) Select the **Facility** from the drop-down menu, (ii) select all the **Shelter Care Order Reason(s)** that apply to the juvenile, and (iii) click the **Save** button.

**Juvenile Delinquent/Status Intake**

Intake Case | Narrative | Bench Warrant | **Shelter Care Orders**

Shelter Care #	Date Printed	Facility
0		

Shelter Care Order Information

Facility: \_\_\_\_\_

☐ All ☒ Community Youth Homes ☐ Shelter Facilities ☐ Less Secure Detentions

Shelter Care Order Reason(s)

☐ The child is eligible for placement in a secure facility; or

☐ The child has failed to adhere to the directions of the court, intake officer or magistrate while on conditional release; or

☐ The child's parent, guardian or other person able to provide supervision cannot be reached within a reasonable time; or

☐ The child does not consent to return home; or

☐ Neither the child's parent or guardian nor any other person able to provide proper supervision can arrive to assume custody within a reasonable time; or

☐ The child's parent or guardian refuses to permit the child to return home and no relative or other person willing and able to provide proper supervision and care can be located within a reasonable time.

Save Cancel View / Print

**Juvenile Delinquent/Status Intake**

Intake Case | Narrative | Bench Warrant | **Shelter Care Orders**

Shelter Care #	Date Printed	Facility
86753		

Shelter Care Order Information

Facility: \_\_\_\_\_

☐ All ☒ Community Youth Homes ☐ Shelter Facilities ☐ Less Secure Detentions

Shelter Care Order Reasons - 1 Reason Selected

☐ The child is eligible for placement in a secure facility; or

☐ The child has failed to adhere to the directions of the court, intake officer or magistrate while on conditional release; or

☒ The child's parent, guardian or other person able to provide supervision cannot be reached within a reasonable time; or

☐ The child does not consent to return home; or

☐ Neither the child's parent or guardian nor any other person able to provide proper supervision can arrive to assume custody within a reasonable time; or

☐ The child's parent or guardian refuses to permit the child to return home and no relative or other person willing and able to provide proper supervision and care can be located within a reasonable time.

Add Edit Delete View / Print

iii. **Add Button**

- Click the **Add** button and the fields will become accessible.

Refer to [page 76](#) for instructions on how to complete a Shelter Care Order.



iv. **Edit Button**

1. (i) Select a completed Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

v. **Delete Button**

1. (i) Select a completed Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.

vi. **View/Print Button**

1. (i) Select a completed Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **View/Print** button, and the completed shelter care order will appear.

g. **Edit Button**

- i. (i) Select an offense, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

h. **Delete Button**

- i. (i) Select an offense, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

## **Narrative Tab**

1. Click the *Narrative* tab.

2. The *For Juvenile* screen will be selected automatically, (i) select the ICN associated with the opened intake case, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the **Selected Intake Case Narrative** textbox will become accessible, (ii) type a detailed description of the intake, and (iv) click the **Save** button when the notes are complete.

3. The *For Respondent* screen will not be accessible.

## **Adult Criminal Intake**

From the Adult Criminal Intake screen, you can only add an adult criminal intake.

## Intake Case Tab

### 1. Petitioner's Information

- Click the **Add** button and the Adult Search screen will appear. This screen consists of three adult search options. If the search does not return the adult and you have ensured that an adult record does not exist, proceed with adding a new adult.

#### i. Adult Number Button

- (i) Click the **Adult Number** button, (ii) type the **Adult Number**, (iii) click the **Find** button, and the Adult Information screen will appear, (iv) review the Adult Information screen to ensure the correct adult is found, and the adult's information will auto-populate into the fields, (v) click the **Close** button, and you will return to the Intake Case tab.

If the adult is not found, a message will appear advising that there are no matches.

Refer to the [Juvenile & Adult Information Screens User Manual](#) for instructions on how to navigate the Adult Information screen.


ii. **Caseload Number Button**


1. (i) Click the **Caseload Number** button, (ii) type the **Caseload Number**, (iii) click the **Find** button, and the [Adult Information](#) screen will appear, (iv) review the [Adult Information](#) screen to ensure the correct adult is found, and the adult's information will auto-populate into the fields, (v) click the **Close** button, and you will return to the *Intake Case* tab.


 Refer to the [Juvenile & Adult Information Screens User Manual](#) for instructions on how to navigate the [Adult Information](#) screen.


iii. **Advance Search Button**

1. Click the **Advance Search** button and the fields at the bottom of the screen will appear.

 If the adult is not found, a message will appear advising that there are no matches.

 Conduct an **Advance Search** for each criterion separately. Entering multiple criteria may be too specific to yield any results.

 In order to yield broader search results, type **ONLY** two or three characters of the last and first name, and select **Use Wildcard**.

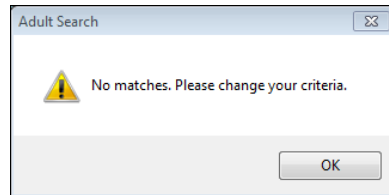
 If the intake officer did not indicate that the adult is an LEO, you will not find the adult using this option. It is best to search for the officer by name and the **City**, if known.

2. Type the **Last Name**.
3. Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **Last Name** field.
4. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
5. Type the **First Name**.
6. Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **First Name** field.
7. Click the **Include records that have no values for suffix and DOB** checkbox and the search results will generate a list of names which meet the search criteria, even if the adult entry does not list the date of birth or suffix.
8. You can search for an adult by including the **Date of Birth ONLY**. If you do not know the date of birth, click the **Include records that have no values for suffix and DOB** checkbox.
9. Select the **Gender** by clicking **All**, **Male**, or **Female**.
10. Search using the adult's Social Security Number by typing it into the **SSN** textbox.
11. Search using the adult's city by typing it into the **City** textbox.

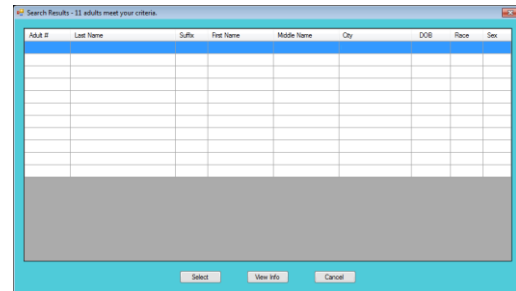
12. If you are searching for a law enforcement officer, you can (i) click the checkbox next to the **Is Law Enforcement Officer (LEO)?** option, and the **LEO Badge #** textbox will become accessible, and (ii) type in the **LEO Badge #**.
13. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
14. In order to include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
15. Click the **Find** button and any records matching the criteria entered will appear in the Search Results screen.

In order to clear all the information in the search fields, click the **Clear All** button.

If the adult is not found, a message will appear advising that there are no matches.



OR



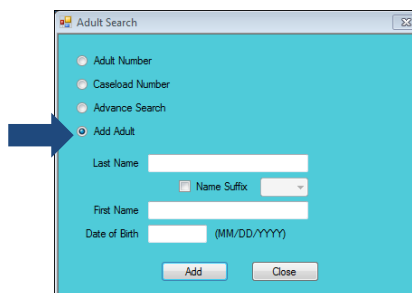
- a. If the Search Results screen consists of multiple results and you are unsure of which adult is the one you are searching for, (i) select an adult, and the row will be highlighted in *blue*, (ii) click the **View Info** button, and the Adult Information screen will appear WITHOUT auto-populating the information into the fields. (iii) Review the Adult Information screen to ensure the correct adult is selected, and when you find the correct adult, (iv) exit the Adult Information screen, (v) click the **Select** button, and the adult's information will auto-populate into the fields.
- b. If you are sure of which adult you are searching for, (i) select an adult's name, and the row will be highlighted in *blue*, (ii) click the **Select** button, and the Adult Information screen will appear, and the adult's information will auto-populate into the fields, (iii) review the Adult Information screen to ensure the correct adult is selected, (iv) click the **Close** button, and you will return to the *Intake Case* tab.

Refer to the [Juvenile & Adult Information Screens User Manual](#) for instructions on how to navigate the Adult Information screen.

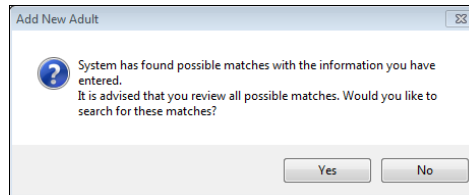
#### iv. **Add Adult Button**

1. If the search does not return the adult and you have ensured that an adult record does not exist, proceed with adding a new adult. Click the **Add Adult** button and the fields at the bottom of the screen will appear.


**Add Adult** will create a new adult record with a unique **Adult Number**. All information pertaining to this adult will be found under the assigned adult number.



- Type the **Last Name**.
- Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
- Type the (i) **First Name** and (ii) **Date of Birth**, and (iii) click the **Add** button.
- If the system finds possible matches, the Add New Adult screen will appear.




- If you would like to review the possible matches, click the **Yes** button, and you will return to the **Advance Search** button in the Adult Search screen. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the **Advance Search** fields.


 Refer to [page 80](#) for instructions on how to conduct an **Advance Search**.


- If you have already conducted an **Advance Search** and did not find the correct adult, click the **No** button, and the Information for New Adult screen will appear.
- If the system does not find any possible matches, the Information for New Adult screen will appear. This screen consists of the *Name/Address Information* tab, *General Information* tab, and *Employment Information* tab.

i. *Name/Address Information* Tab

- The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the Information for New Adult fields from the **Add Adult** button fields. (i) Type the **Middle Name** and (ii) select the **Gender**.
  - If the adult is deceased, (i) check the **Is Deceased?\*** checkbox, and the **Approx. Date** field will become accessible, and (ii) type the approximate death date.
- Type the (i) **Address** and (ii) **Zip Code**, (iii) click the **Find City by Zip Code** button, and the **City/Town**, and **State** fields will auto-populate.
  - If the adult is deceased, “Deceased” will auto-populate into the **Address** and **City/Town** fields.
- If the adult’s address needs to remain confidential, check the **Is Address Confidential?\*** checkbox.
- If the adult’s address is unknown, click the **Paste Unknown** hyperlink, and “Unknown” will auto-populate into the **Address**, **City/Town**, and **State** fields.

 Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

 The adult’s address may need to remain confidential if a Protective Order already exists.

 For a new respondent, you can click the **Paste Petitioner’s** button and the petitioner’s **Address**, **Zip Code**, **City/Town**, and **State** will auto-populate to the respondent’s fields.

ii. *General Information Tab*

1. The **Date of Birth** will auto-populate from the Adult Search screen. If the **Date of Birth** is not listed, type it in at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. Select the (i) **Race** and (ii) **Height** from the drop-down menus. The first **Height** drop-down menu is for the height in feet and the second **Height** drop-down menu is for the remaining height in inches. (iii) Type the adult's approximate **Weight** (in pounds), (iii) select the **Marital Status** from the drop-down menu, and (iv) type the adult's (iv) **Driver's Lic. #**.
2. (i) Type the adult's **Social Sec. #**. If the adult is a U.S. Citizen, check the **Is Adult U.S. Citizen?\*** checkbox. If the adult is Hispanic or Latino, check the **Ethnicity** checkbox. Select the (ii) **Eye Color** and (iii) **Hair Color** from the drop-down menus. If you work at the Arlington CSU, type the **Docket #**. If the adult has a driver's license, type the state abbreviation for the **State Issued Driver's License** field, or select the state's name from the drop-down menu.
3. Type the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail** address.

iii. *Employment Tab*

1. (i) Select the adult's employment status from the **Status** drop-down menu, and type selected status' (ii) **Approx. Date**, (iii) **Employer** name, and (iv) **Job Title**. If you are searching for an LEO, you can (v) click the checkbox next to the **Is Adult Law Enforcement Officer?\*** option, and the **Law Enforcement Officer Badge Number** textbox will become accessible, and (vi) type the officer's badge number.
2. Type the adult's employment (i) **Address** and (ii) **Zip Code**, (iii) click the **Find City by Zip Code** button, and the **City/Town** and **State** information will auto-populate. Type the adult's work (iv) **Phone** number and (v) **Phone Extention** (if applicable).
3. If the adult works from home, click the **Same as Home** hyperlink, and the **Address**, **Zip Code**, **City/Town**, and **State** information will auto-populate.

4. (i) Click the **Save** button, and the Adult Information screen will appear, and (ii) review the Adult Information screen to ensure the information is correct. The adult's information will auto-populate into the fields. (iii) Click the **Close** button and you will return to the *Intake Case* tab.

b. **View Button**

- i. Click the **View** button and the petitioner's Adult Information screen will appear. Click the **Edit Adult Info** button to edit existing information. The Edit Information screen will appear.

c. **Clear Button**

- i. Click the **Clear** button to remove the selected petitioner's information from the fields.

2. **Respondent's Information**

- a. Click the **Add** button and the Adult Search screen will appear. This screen consists of three adult search options. If the search does not return the adult and you have ensured that an adult record does not exist, proceed with adding a new adult.

If the Petitioner and Respondent are the same individual, click the **Get Petitioner** hyperlink and the **Petitioner's Information** will auto-populate into the respondent's fields.

- Refer to [page 79](#) for instructions on how to navigate the Adult Search screen.



b. **View Button**

- i. Click the **View** button and the respondent's Adult Information screen will appear. Click the **Edit Adult Info** button in order to edit existing information. The Edit Information screen will appear.

The screenshot shows the 'Adult Criminal Intake' window. The 'Respondent's Information' section is highlighted with a blue arrow pointing to the 'View' button. The form includes fields for Petitioner's Information, Respondent's Information, and Juvenile's Information, each with 'Add', 'View', and 'Clear' buttons. Below these are fields for Intake Case Number (ICN), Court District, FIPS, Open Date, Time, Close Date, Case Type, and Petitioner Type. At the bottom are buttons for Save, Copy Intake Case, Close, View / Print Intake Report, View Supreme Court Details, and Offense History Summary Report.

c. **Clear Button**

- i. Click the **Clear** button to remove the selected respondent's information from the fields.

This screenshot is identical to the previous one, but the blue arrow points to the 'Clear' button next to the Respondent's Information fields.

3. **Juvenile's Information**

- a. The **Juvenile's Information** section will not be accessible.

4. **Intake Case Number (ICN)**

- a. The **Intake Case Number (ICN)** will auto-generate an assigned number after you save the intake.

5. **Court District**

- a. The name of the Court Service Unit will auto-populate into the field.

6. **FIPS**

- a. Select the **FIPS** from the drop-down menu. The selected **FIPS** should represent the locality the offense occurred in or be based on which **FIPS** has jurisdiction over the case.

7. **Open Date**

- a. The **Open Date** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen.

8. **Time**

- a. The **Time** will auto-populate to the time when the intake screen was opened. If you would like to change the time, (i) highlight the hour, minutes, or seconds fields, and (ii) click the up or down arrows until the correct time is displayed **OR** (i) highlight the hour, minutes, or seconds fields and (ii) type in the new time.

9. **Close Date**

- a. The **Close Date** will auto-populate when a final disposition is selected.

For Intakes completed by the After-Hours Intake Unit, the **Court District** field will need to be manually selected from the drop-down menu.

For **Case Type**, if you select **07 - Diversion** or **14- Pending** for the intake disposition, the close date will not auto-populate until a final disposition is entered.

## 10. Case Type

- Select the **Case Type** from the drop-down menu.

## 11. Petitioner Type

- Select the **Petitioner Type** from the drop-down menu.

## 12. Worker

- The **Worker** will auto-populate to the name of the person creating the intake.

## 13. Keyed By

- The **Keyed By** will auto-populate to the name of the person entering the intake information into BADGE.

- Click the **Save** button and the **Intake Case Number** will generate. The *Narrative* tab will appear, and all of the buttons at the bottom of the screen will become accessible, and the **Add Adult Criminal Intake** button will appear.

## Intake Action Buttons

Once you save the information in the *Intake Case* tab, the buttons at the bottom of the screen will become accessible.

### 1. Edit Intake Case Info Button

- (i) Click the **Edit Intake Case Info** button, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.

### 2. Copy Intake Case Button

- The **Copy Intake Case** button will not be accessible.

### 3. Delete Intake Case Button

- Click the **Delete Intake Case** button and the *Delete Intake Case* screen will appear.

### 4. View/ Print Intake Report

- Click the **View/Print Intake Report** button and the *CSU Intake – Reports* screen will appear.

## 5. View Supreme Court Details

- Click the **View Supreme Court Details** button and the Supreme Court Details screen will appear. If there is no information entered by the Supreme Court, the Supreme Court Details screen with a message will appear.

OR

## 6. Offense History Summary Report

- Click the **Offense History Summary Report** button and the CSU Intake – Reports screen will appear.

## Add New Button

At the bottom of the *Intake Case* tab, there is a button that allows you to add a new:

### 1. Add Adult Criminal Intake Button

- (i) Click the **Add Adult Criminal Intake** button, and the *Adult Criminal Intake* tab will appear, and (ii) select the **Offense Date** from the calendar screen.

Click the **Find** button if you would like to search for an offense without entering any information into the search fields.

When you select a VCC, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?\*** checkbox has a checkmark in it, the juvenile's school must be notified via a school notification letter.

- i. (i) Click the **Find VCC** button and the Search Offense screen will appear. You can search for an offense by **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description**. The **Use Wildcard?\*** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this box. (ii) Click the **Find** button and a list of VCC's and Offense Descriptions will be generated which meet the search criteria. (iii) Select a **VCC**, and the row will be highlighted in **blue**, (iv) click the **Ok** button, and you will return to the *Adult Criminal Intake* tab.

VCC Code	Statute	Offense Description
JUV-3869-J9	20-49.10	PATERNITY, RELIEF FROM LEGAL DETERMINATION
CUS-3797-J9	63.2-1817	AGENCY SHALL HAVE CUSTODY/CONTROL OF CHILD ENTRUSTED/COM...
CUS-3798-J9	63.2-1817	PETITION COURT FOR APPROVAL OF TEMPORARY ENTRUSTMENT AGRE...
CUS-3799-J9	63.2-1817	CHILD PLACED FOR ADOPTION BY AGENCY, SOCIAL SERVICES, ETC.
CUS-3800-J9	63.2-1817	NONCUSTODIAL FOSTER CARE
CUS-3819-J9	63.2-908	PERMANENT FOSTER CARE
JUV-3827-J9	63.2-1230	ADOPTION INDEPENDENT

- b. (i) Select the **Penalty Modifier** from the drop-down menu, if applicable, and **Intake Disposition** will auto-populate, (ii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.

c. **Add New Offense Button**

- i. If another offense needs to be added to the petitioner/order, (i) click the **Add New Offense** button, and the **Selected Offense Details** fields will become accessible, and (ii) repeat the steps above to add another offense.

d. **Edit Button**

- i. (i) Select an offense, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

e. **Delete Button**

- i. (i) Select an offense, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

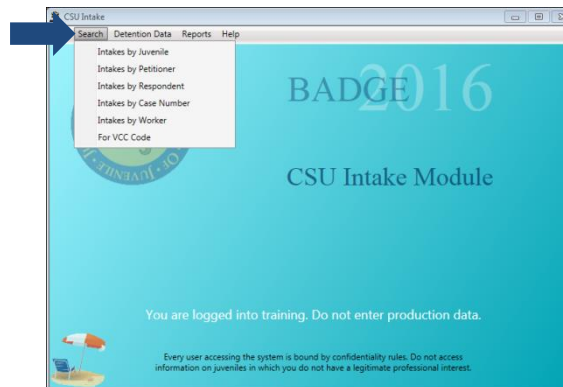
**Narrative Tab**

1. Click the *Narrative* tab.

2. The *For Juvenile* screen will not be accessible.
3. The *For Respondent* screen will be selected automatically, (i) select the ICN associated with the opened intake case, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the **Selected Intake Case Narrative** textbox will become accessible, (iii) type a detailed description of the intake, and (iv) click the **Save** button when the notes are complete.

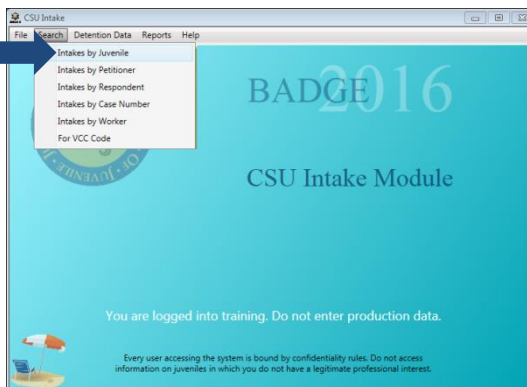
## CSU Intake Search

There are various methods to search for existing intakes. From the CSU Intake screen, (i) click the **Search** menu.



### 1. Intakes by Juvenile

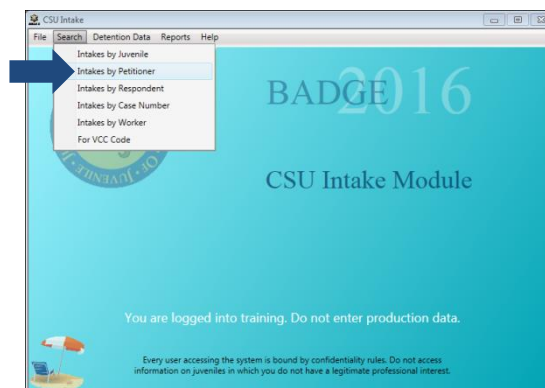
- a. (i) Click the **Search** menu, (ii) select the **Intakes By Juvenile** option from the drop-down menu, and the Find Juvenile screen will appear, (iii) search for a juvenile, (iv) click the **Find** button, and the Search Results screen will appear, (v) select a juvenile, and the row will be highlighted in **blue**, (vi) click the **Select** button, and the Intake History screen will appear.



Refer to the [Login & Search User Manual](#) for instructions on how to search for a juvenile.

### 2. Intakes by Petitioner

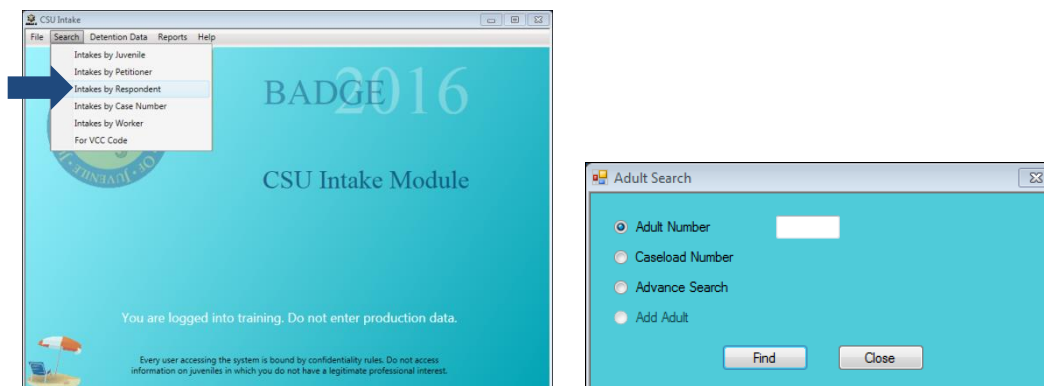
- a. (i) Click the **Search** menu, (ii) select the **Intakes By Petitioner** option from the drop-down menu, and the Adult Search screen will appear, (iii) search for an adult, (iv) click the **Find** button, and the Search Results screen will appear, (v) select the adult's name, and the row will be highlighted in **blue**, (vi) click the **Select** button, and the Intake History screen will appear.



Refer to [Login & Search User Manual](#) instructions on how to search for an adult.

### 3. Intakes by Respondent

- a. (i) Click the **Search** menu, (ii) select the **Intakes By Respondent** option from the drop-down menu, and the Adult Search screen will appear, (iii) search for an adult, (iv) click the **Find** button, and the Search Results screen will appear, (v) select the adult's name, and the row will be highlighted in blue, (vi) click the **Select** button, and the Intake History screen will appear.

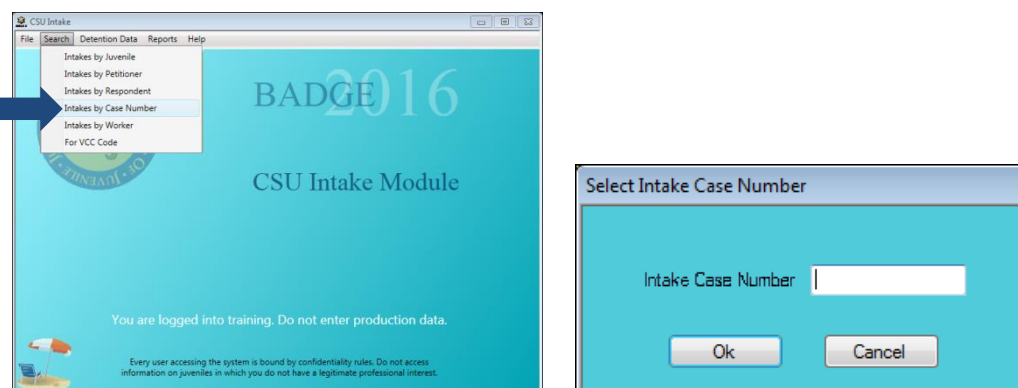


Refer to [Login & Search User Manual](#) instructions on how to search for an adult.

### 4. Intakes by Case Number

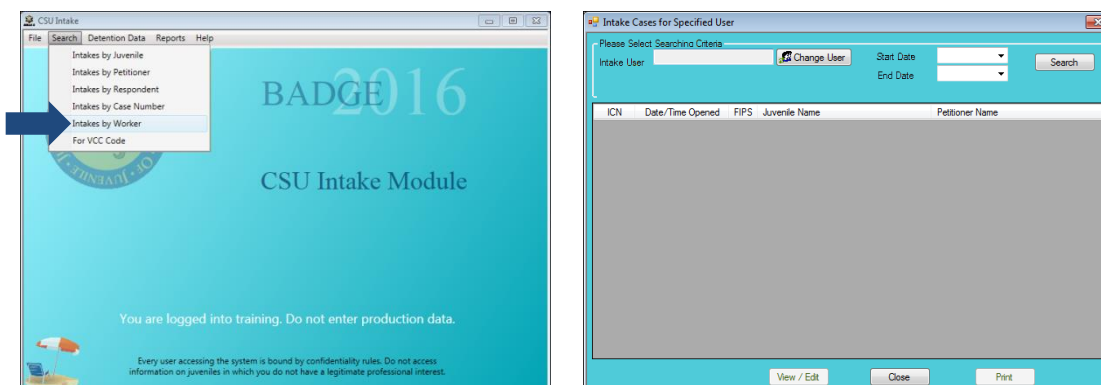
- a. (i) Click the **Search** menu, (ii) select the **Intakes by Case Number** option from the drop-down menu, and the Select Intake Case Number screen will appear, (iii) type the **Intake Case Number**, (iv) click the **Ok** button, and the Intake screen will appear.

The **Case Number** is NOT the same as the **Juvenile Number**.



### 5. Intakes by Worker

- a. (i) Click the **Search** menu, (ii) select the **Intakes by Worker** option from the drop-down menu, and the Intake Cases for Specific User screen will appear. The **Intake User** will auto-populate to your name. The **Changer User** button allows you to search for another worker's intakes. Click the **Change User** button and enter the appropriate search criteria into the Employee Search screen.



## b. Change User Button

The **Employee Search** dialog box contains the following fields and controls:

- Last Name**: Text input field with a **Use Wildcard** checkbox to its right.
- Name Suffix**: A checkbox followed by a drop-down menu currently set to **None**.
- First Name**: Text input field with a **Use Wildcard** checkbox to its right.
- Phone**: Text input field with the label **(Work, Cell, or Fax)** to its right.
- Find Only Current Employees**: A checked checkbox.
- Clear All**: A button.
- Find** and **Close**: Buttons at the bottom.

- i. Type the **Last Name**.
- ii. Click the **Use Wildcard** checkbox and the employee search will match any character or sequence of characters that you put in the **Last Name** field.
- iii. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
- iv. Type the **First Name**.
- v. Click the **Use Wildcard** checkbox and the employee search will match any character or sequence of characters that you put in the **First Name** field.
- vi. Search using the employee's work, cell, or fax number by typing it into the **Phone** textbox.
- vii. The **Find Only Current Employees** checkbox will be selected automatically. If you would like to include former employees in your search results, uncheck the **Find Only Current Employees** checkbox.
- viii. Click the **Find** button and the Search Results screen will appear.

The **Search Results** dialog box displays a table with the following columns: **Legal Last Name**, **Suffix**, **Legal First Name**, **Display Name**, and **Account Closed**. The table contains several rows, with the first row highlighted in blue. Below the table are **Select** and **Cancel** buttons.

- ix. (i) Select an employee's name, and the row will be highlighted in **blue**, (ii) click the **Select** button, and the Intake Cases for Specified User screen will appear. Select the (iii) **Start Date** and (iv) **End Date** and (v) click the **Search** button. (vi) Select an intake case, and the row will be highlighted in **blue**, (vii) click the **View/Edit** button, and the Intake screen will appear.
6. **For VCC**
- a. (i) Click the **Search** menu, (ii) select the **For VCC** option from the drop-down menu, and the Offense Code Browser screen will appear. From this screen, you can search for a specific VCC based on **Statute**, **VCC**, **Date Started**, **Heading**, **Sub Heading**, and **Description**. You can select the **Include Expired VCC** checkbox and/or the **Use Wildcard** checkbox. (iii) Click the **Find** button.

The **CSU Intake** module main screen features a menu on the left with options: **Search**, **Detention Data**, **Reports**, and **Help**. The **Search** menu is open, showing sub-options: **Intakes by Juvenile**, **Intakes by Petitioner**, **Intakes by Respondent**, **Intakes by Case Number**, **Intakes by Worker**, and **For VCC Code**. A blue arrow points to the **For VCC Code** option. The main area displays **BADGE 2016** and **CSU Intake Module**. A message at the bottom states: "You are logged into training. Do not enter production data." and "Every user accessing the system is bound by confidentiality rules. Do not access information on juveniles in which you do not have a legitimate professional interest."

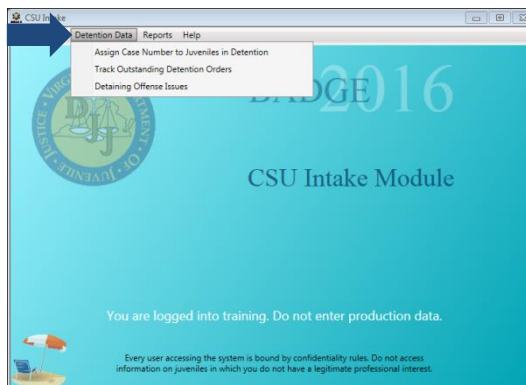
The **Offense Code Browser** dialog box includes the following sections:

- Offense Code Searching Criteria**: Fields for **Statute**, **VCC**, and **Date Started**, along with **Include Expired?** and **Use Wildcard?** checkboxes.
- Search Results**: A table with columns **VCC Code**, **Statute**, **Offense Description**, **Started**, and **Expired**.
- Selected Offense Details**: Fields for **Heading**, **Sub Heading**, **Min. Penalty**, **Max. Penalty**, **DAI Score**, **Violent Felony?**, and **Notify School?**.
- Petition Types**: A list box.
- Petition Template**: A text area.
- Yes/No**: Radio buttons at the bottom left.



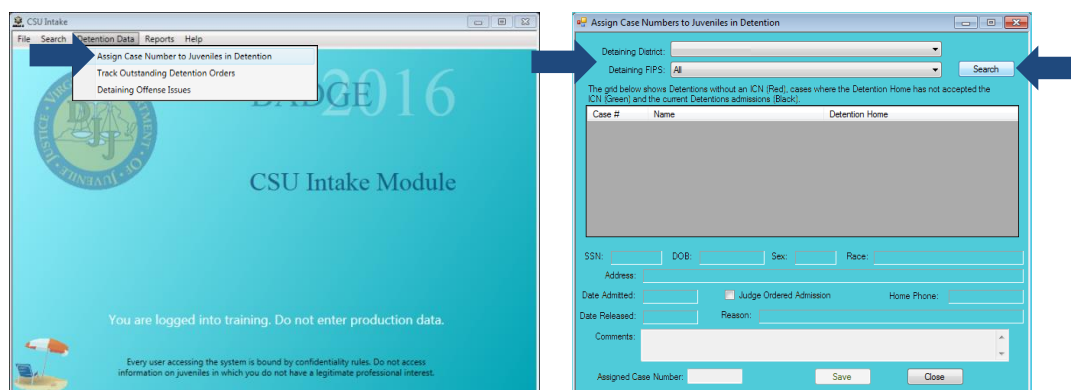
## Detention Data

This menu provides users with three different tools to assist with data cleaning and case organization. From the CSU Intake screen, (i) click the **Detention Data** menu.

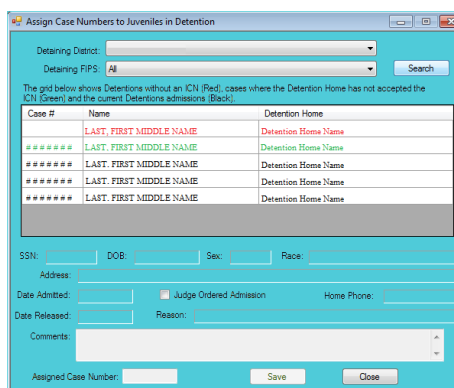


### 1. Assign Case Number to Juveniles in Detention

- (i) Click the **Detention Data** menu, (ii) select the **Assign Case Number to Juveniles in Detention** option from the drop-down menu, and the Assign Case Numbers to Juveniles in Detention screen will appear, select the (iii) **Detaining District** and (iv) **Detaining FIPS** from the drop-down menus, and (v) click the **Search** button.




- The results list the detentions without an ICN in **red**, cases where the detention home has not accepted an ICN in **green**, and current detention admissions in **black**.



- c. In order to assign a case number to a case without an ICN, (i) select a case, and the row will be highlighted in **blue**, (ii) type the **Assigned Case Number** next to the corresponding intake, and (iii) click the **Save** button.

## 2. Track Outstanding Detention Orders

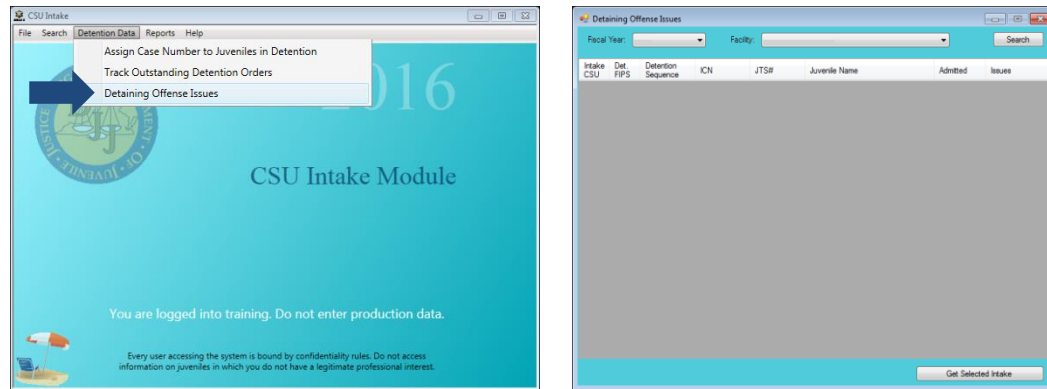
- a. (i) Click the **Detention Data** menu, (ii) select the **Track Outstanding Detention Orders** option from the drop-down menu, and the Outstanding Detention Orders screen will appear, select the (iii) **Facility** and (iv) **FIPS** from the drop-down menus, and select the (v) **Issued Start Date** and (vi) **Issued End Date** from the calendar screens. You can search by **User** by clicking the **Change User** button. (vii) Click the **Search** button.

 Refer to [page 92](#) for instructions on how to use the **Change User** button.

- b. The results will show outstanding detention orders and orders served within the past 30 days.

- i. If the juvenile is served the detention order, but is not taken to detention, (i) select a juvenile, and the row will be highlighted in **blue**, (ii) select the **Date Served** from the calendar screen, and (iii) click the **Save** button.

- ii. If the intake officer decides to withdraw the detention order, (i) select a juvenile, and the row will be highlighted in *blue*, (ii) select the **Date Withdrawn** from the calendar screen, and (iii) click the **Save** button.
3. **Detaining Offense Issues**
  - a. (i) Click the **Detention Data** menu, (ii) select the **Detaining Offense Issues** option from the drop-down menu, and the *Detaining Offense Issues* screen will appear, select the (iii) **Fiscal Year** and (iv) **Facility** from the drop-down menus, and (v) click the **Search** button.



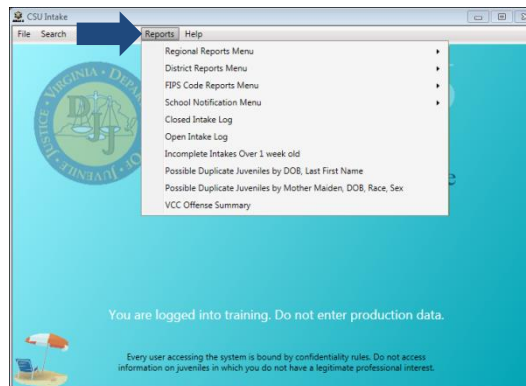
- b. The results will show missing offense issues, non-secure DAI issues, and missing DAI issues, if any issues exist.

Intake CSU	Det. PPS	Detention Sequence	ICN	JTS#	Juvenile Name	Admitted	Issues
							Missing Offense
							Missing Offense
							Missing Offense
							Missing DAI
							Missing DAI
							Missing DAI
							Non-Secure DAI
							Non-Secure DAI

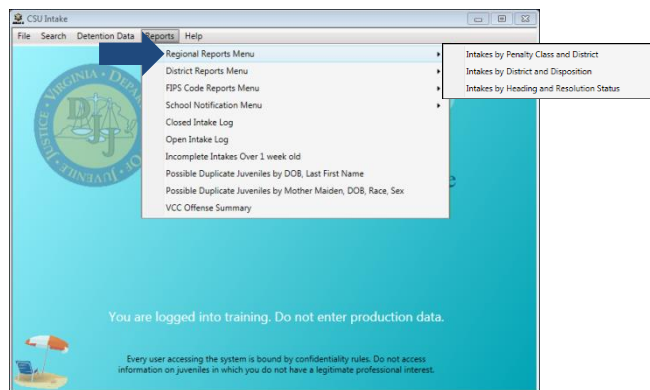
- c. In order to review an intake case with a detaining offense issue, (i) select an intake case, and the row will be highlighted in *blue*, (ii) click the **Get Selected Intake** button, and the selected intake will appear.

## Reports

This menu provides users with various reports on different levels. From the *CSU Intake Module* screen, (i) click the **Reports** menu.



### 1. Regional Reports Menu



#### a. Intakes by Penalty Class and District

- i. The **Intake Complaints By Penalty Class And District** report lists the district, felony, misdemeanor, special penalty, juvenile and domestic relations, local ordinance, traffic, unassigned DYFS, and attempts information. (i) Click the **Reports** menu, (ii) click the **Regional Reports Menu**, (iii) select the **Intakes by Penalty Class And District** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **Region Code** from the drop-down menu, (vii) click the **Generate Report** button, and the report will appear.

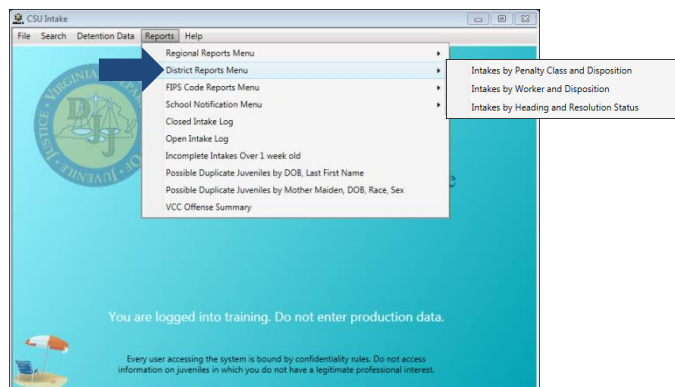
#### b. Intakes by District and Disposition

- i. The **Intake Complaints By District and Intake Disposition** report lists number of intake complaints for each intake disposition by district. (i) Click the **Reports** menu, (ii) click the **Regional Reports Menu**, (iii) select the **Intakes by District and Disposition** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **Region Code** from the drop-down menu, (vii) click the **Generate Report** button, and the report will appear.

#### c. Intakes by Heading and Resolution Status

- i. The **Intake Complaints By Heading And Resolution Status** report lists the VCC Heading, referred to court, detention orders, diverted, and other information. (i) Click the **Reports** menu, (ii) click the **Regional Reports Menu**, (iii) select the **Intakes by Heading and Resolution Status** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **Region Code** from the drop-down menu, (vii) click the **Generate Report** button, and the report will appear.

## 2. District Reports Menu



### a. Intakes by Penalty Class and Disposition

- i. The **Intake Complaints By Penalty Class and Intake Disposition** report lists the number of intake complaints for each penalty class and intake disposition. (i) Click the **Reports** menu, (ii) click the **District Reports Menu**, (iii) select the **Intakes by Penalty Class and Disposition** option from the drop-down menu, and the CSU Intake – Reports screen will appear, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **District Code** from the drop-down menu, (vii) click the **Generate Report** button, and the report will appear.

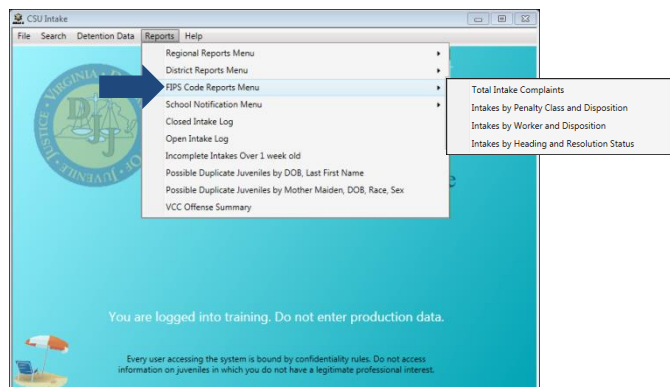
### b. Intakes by Worker and Disposition

- i. The **Intake Complaints By Worker and Intake Disposition** report lists the worker name and the number of intake complaints for each intake disposition. (i) Click the **Reports** menu, (ii) click the **District Reports Menu**, (iii) select the **Intakes by Worker and Disposition** option from the drop-down menu, and the CSU Intake – Reports screen will appear, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **District Code** from the drop-down menu, (vii) click the **Generate Report** button, and the report will appear.

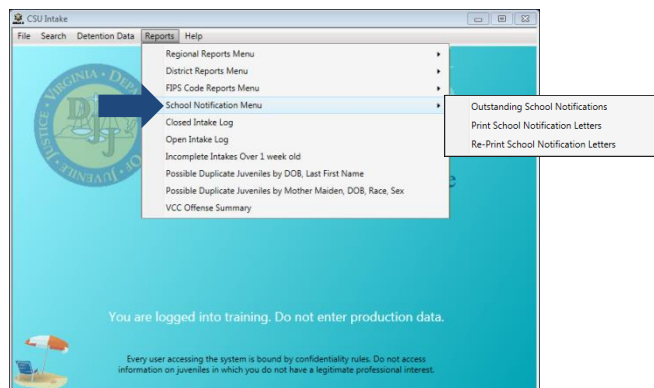
### c. Intakes by Heading and Resolution Status

- i. The **Intake Complaints By Heading And Resolution Status** report lists the VCC Heading, referred to court, detention orders, diverted, and other information. (i) Click the **Reports** menu, (ii) click the **District Reports Menu**, (iii) select the **Intakes by Heading and Resolution Status** option from the drop-down menu, and the CSU Intake – Reports screen will appear, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **District Code** from the drop-down menu, (vii) click the **Generate Report** button, and the report will appear.


## 3. FIPS Code Reports Menu



- a. **Total Intake Complaints**
    - i. The **Total Intakes Complaints** report lists the intake date, VCC, offense description, total count, attempts, and conspiracies information. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu**, (iii) select the **Total Intake Complaints** option from the drop-down menu, and the CSU Intake – Reports screen will appear, (iv) select the **Fips Code** from the drop-down menu, select the (v) **Start Date** and (vi) **End Date** from the calendar screens, (vii) click the **Generate Report** button, and the report will appear.
  - b. **Intakes by Penalty Class and Disposition**
    - i. The **Intake Complaints By Penalty Class and Intake Disposition** report lists the number of intake complaints for each penalty class and intake disposition. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu**, (iii) select the **Penalty Class and Disposition** option from the drop-down menu, and the CSU Intake – Reports screen will appear, (iv) select the **Fips Code** from the drop-down menu, select the (v) **Start Date** and (vi) **End Date** from the calendar screens, (vii) click the **Generate Report** button, and the report will appear.
  - c. **Intakes by Work and Disposition**
    - i. The **Intake Complaints By Worker and Intake Disposition** report lists the worker name and the number of intake complaints for each intake disposition. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu**, (iii) select the **Intakes by Work and Disposition** option from the drop-down menu, and the CSU Intake – Reports screen will appear, (iv) select the **Fips Code** from the drop-down menu, select the (v) **Start Date** and (vi) **End Date** from the calendar screens, (vii) click the **Generate Report** button, and the report will appear.
  - d. **Intakes by Heading and Resolution Status**
    - i. The **Intake Complaints By Heading And Resolution Status** report lists the VCC Heading, referred to court, detention order, diverted, and other information. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu**, (iii) select **Intakes by Heading and Resolution Status** option from the drop-down menu, and the CSU Intake – Reports screen will appear, (iv) select the **Fips Code** from the drop-down menu, select the (v) **Start Date** and (vi) **End Date** from the calendar screens, (vii) click the **Generate Report** button, and the report will appear.
4. **School Notification Menu**




- a. **Outstanding School Notifications**
  - i. The **Outstanding School Notification Letters** report lists the intake officer, ICN, intake open date, the juvenile's name, and code section information. (i) Click the **Reports** menu, (ii) click the **School Notification Menu**, (iii) select the **Outstanding School Notification** option from the drop-down menu, and the CSU Intake – Reports screen will appear, (iv) select the **Fips Code** from the drop-down menu, and the **Worker** will auto-populate. If you would like to change the **Worker**, click the **Change User** button. If you would like to search for all the workers at the CSU, check the **All** checkbox. (v) Click the **Generate Report** button and the report will appear.

 Refer to [page 92](#) for instructions on how to use the **Change User** button.


b. **Print School Notification Letters**

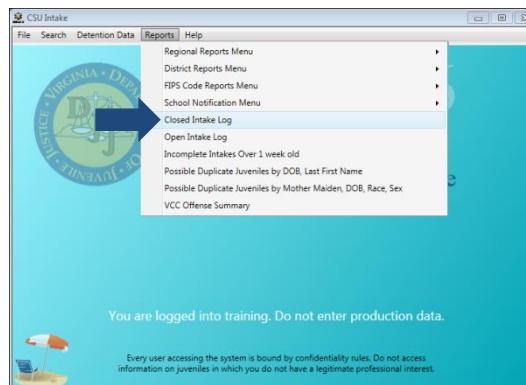
- i. The report lists the juvenile's name, date of birth, address, name of the intake officer, FIPS code, ICN, the charges, statue, and the petition date. (i) Click the **Reports** menu, (ii) click the **School Notification Menu**, (iii) select the **Print School Notification Letters** option from the drop-down menu, and the CSU Intake – Reports screen will appear, (iv) select the **Fips Code** from the drop-down menu, and the **Worker** will auto-populate. If you would like to change the **Worker**, click the **Change User** button. If you would like to search for all the workers at the CSU, check the **All** checkbox. (v) Click the **Generate Report** button and the notification letters will appear.

 Refer to [page 92](#) for instructions on how to use the **Change User** button.

c. **Re-Print School Notification Letters**

- i. The report lists the juvenile's name, date of birth, address, name of the intake officer, FIPS code, ICN, the charges, statue, and the petition date. (i) Click the **Reports** menu, (ii) click the **School Notification Menu**, (iii) select the **Re-Print School Notification Letters** option from the drop-down menu, and the CSU Intake – Reports screen will appear, (iv) select the **Fips Code** from the drop-down menu, (v) select the **Date Printed** from the calendar screen, and the **Worker** will auto-populate. If you would like to change the **Worker**, click the **Change User** button. If you would like to search for all the workers at the CSU, check the **All** checkbox. (vi) Click the **Generate Report** button and the notification letters will appear.

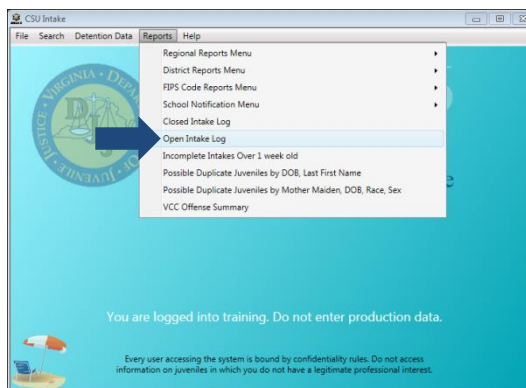
 Refer to [page 92](#) for instructions on how to use the **Change User** button.

5. **Closed Intake Log**

- a. The **Closed Intake Log** report lists the worker name, intake number, name, Social Security Number, birth date, race, genetic sex, closed date, offense code, intake disposition, and case type information. (i) Click the **Reports** menu, (ii) select the **Closed Intake Log** option from the drop-down menu, and the CSU Intake – Reports screen will appear, (iii) select the **Fips Code**, (iv) select the **Closed Date** from the calendar screen, (v) click the **Generate Report** button, and the report will appear.

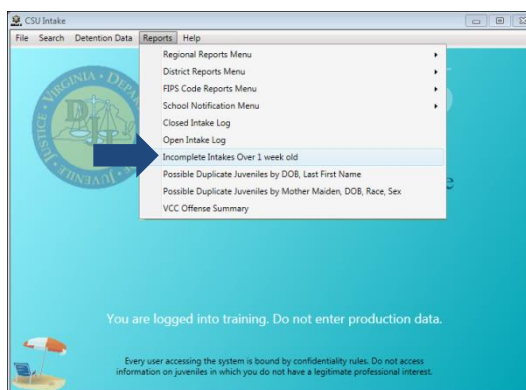


## 6. Open Intake Log



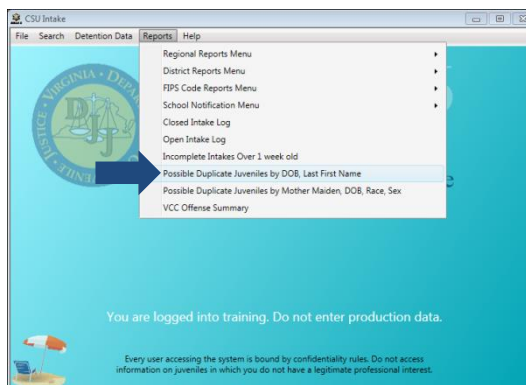
- a. The **Open Intake Log** report lists the worker name, intake number, juvenile/respondent name, Social Security Number, birth date, race, genetic sex, opened date, offense code, intake disposition, and case type information. (i) Click the **Reports** menu, (ii) select the **Open Intake Log** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, (iii) select the **Fips Code**, (iv) click the **Generate Report** button, and the report will appear.

## 7. Incomplete Intakes Over 1 week old



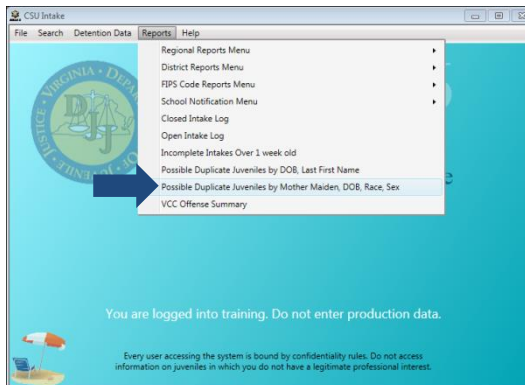
- a. The **Incomplete Intakes Over 1 week old** report lists the case number, worker name, date opened, and keyed by information. (i) Click the **Reports** menu, (ii) select the **Incomplete Intakes Over 1 week old** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, (iii) select the **Fips Code**, (iv) click the **Generate Report** button, and the report will appear.

## 8. Possible Duplicate Juveniles by DOB, Last First Name

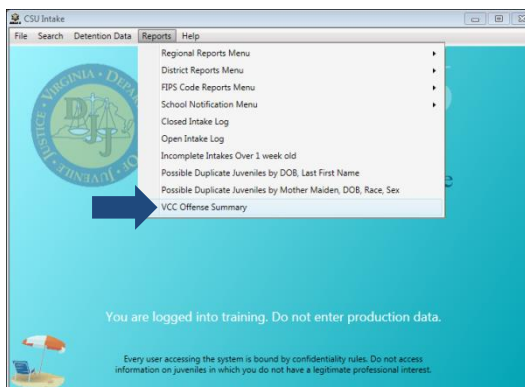




- a. The **By Last Name, First Three Letters of First Name, Race, and Sex** report lists the juvenile number, birth date, name, race, genetic sex, processing locality, and worker name information. (i) Click the **Reports** menu, (ii) select the **Possible Duplicate Juveniles by DOB, Last First Name** option from the drop-down menu, and the CSU Intake – Reports screen will appear, (iii) select the **District Code**, (iv) click the **Generate Report** button, and the report will appear.
9. **Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex**



- a. The **By Mother's Maiden Name, Race, Sex, and DOB** report lists the juvenile number, birth date, mother's maiden name, name, race, genetic sex, processing locality, worker name, and date entered information. (i) Click the **Reports** menu, (ii) select the **Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex** option from the drop-down menu, and the CSU Intake – Reports screen will appear, (iii) select the **District Code**, (iv) click the **Generate Report** button, and the report will appear.
10. **VCC Offense Summary**



- a. The **VCC Offense Summary** report lists the district, FIPS, VCC, description, delinquent count, domestic count, and adult criminal count information. (i) Click the **Reports** menu, (ii) select the **VCC Offense Summary** option from the drop-down menu, and the Intake Report Parameters screen will appear, select the (iii) **CSU** and (iv) **FIPS** from the drop-down menus, select the (v) **Begin Date** and (vi) **End Date** from the calendar screens, (vii) select the **Sort by** option from the drop-down menu, (viii) click the **Generate Report** button, and the report will appear.